

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on July 12, 2016 at 7:00 PM.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, July 12, 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

QUARTERLY SHERIFF'S REPORT: Major Jeff Allen presented his quarterly report and explained the benefits of having his department under contract with the Township. (Ms. Cartwright left the meeting for a brief discussion with Major Allen)

MINUTES: Chairman Governor requested corrections or additions to the regular meeting minutes of April 26, May 10, June 14 and the special meetings of May 17, May 27, June 3, June 7 and June 29. Fiscal Officer noted that suggested changes have been implemented. Minutes were approved as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Rogers updated the Board on the gas aggregation program. There are several options, noting a possible savings of 8% for Columbia Gas customers and a rate of \$3.58 from \$4.315 for Dominion customers. Our present contract expires in October, therefore by the next meeting a decision must be made to lock in the rate.

Mr. Rogers reported on Gibson Rd, noting that at present we only have one estimate from one engineer. Mr. Rogers is looking for guidance from the Board as to what they want done on Gibson Rd; listing several options.

Ms. Cartwright returned to the meeting. Mr. Governor explained that Seal Master was interested in doing a test coating on a portion of Pleasant Valley at no cost to the Township and invite other Townships to view the results for potential use on their roads in the future. The Board agreed to move forward with this program as long as the company signs a hold harmless before starting the program. Mr. Rogers is to notify residents when this is being done.

Mr. Rogers reviewed the damage found on the roofs of three Messerly Road buildings and presented two estimates that were below the insurance estimate. Warranty was discussed on both estimates. Mr. Rogers noted the type of shingle and labor warranty.

Mr. Rogers reviewed options for replacement of lights at fire station 2, three methods of payment and savings. The Cardinal Joint Fire Board's monthly electric bill, based on present lighting equipment is estimated at \$248.00 per month. If the Township installs the retrofit kit paying for the installation of \$1,100.00 only and the Fire Board continues to pay their respective electric bill at its current rate, but divides that amount between Titan LED Company at \$179.00 per month which would cover the cost of

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the new lighting and the balance to Ohio Edison for five years, at the end of five years their electric bills will drop to \$69.00 per month from that point on.

Option 2 – The Fire Board pays the full amount of \$5,819.36 for labor and retrofit kits and will receive an immediate savings with Ohio Edison.

Option 3 – The Township repairs present lights at a cost of \$1,000.00 with no future savings to the Fire Board.

Mrs. Cartwright noted that it's the Township's building and we have a fund that for taking care of Fire Station II's maintenance and believes that it's the Townships responsibility to pay for the retrofit kits. Fiscal Officer reviewed the budget and projects still being discussed for this station, noting the only responsibility the Township has is to provide lighting...not the Cadillac of lighting to provide savings to the Fire District that has their own operating levies. Ms. Cartwright suggested that Mr. Rogers discuss these lights with the Fire Chief.

Mr. Paloski asked if there's been any issue since we started renting the park facilities. Mr. Roger reported none on the three rentals. Mr. Governor noted discussion with renters and were very pleased.

Mr. Rogers reported on the Star Centre/Old Tippy Storm Water Issue II Project. Engineer should have drawings to us by Friday of this week and should have it out for bid shortly after that. Mr. Governor noted that as long as he is aware of the project time-line, he is ok with it but also is concerned that he is signing the loan agreement today on this project. Mr. Rogers explained the next procedure – notice to proceed. Ms. Cartwright noted next deadline is August 29-- that is fast approaching. Mr. Governor and Fiscal Officer signed the OPWC loan contract. 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
\$ 4,077,272	\$ 24,920	\$ 450	15
\$ 1,422,458	\$ 9,683	\$ 50	15
\$ 986,269	\$ 6,063	\$ 31	46
\$ 6,485,999	\$ 40,666	\$ 531	76

2015

Residential - New Homes
Commercial
Other

Estimate of Structure Value	Permit Fee Charge in Dollars	Occupancy Fee Charge in Dollars	# of Permits
\$ 3,337,478	\$ 20,295	\$ 325	13
\$ 840,645	\$ 5,638	\$ 50	11
\$ 1,015,941	\$ 5,828	\$ 6	48
\$ 5,194,064	\$ 31,761	\$ 381	72

Mr. Rogers reported working with Mr. 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 Road Fund budget was reviewed and within fund movement of funds was suggested by the Fiscal Officer due to changes on property insurance cost. The Township audit will start tomorrow. The Fiscal Officer noted the need for a transfer from the General Fund to the Road Fund of \$25,000.00 to cover the payment until property tax funds become available. The office received a letter from the American Legion Post 177 thanking the Board for their support of the Memorial Day activities. A letter has been

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sent to the county auditor to start receiving advances on the property taxes and a letter has been received from the county auditor waving the requirements for the tax budget. The Fiscal Officer reviewed a liquor license for Tamarkin and there were no objections from the Board, therefore the Fiscal Officer will report to the State of Ohio and the Mahoning County Commissioners Office that the Township won't be requesting a hearing. The report was accepted as presented.

NEW BUSINESS

RESOLUTION 2016-07-12-88

New Tires for 2006 International

Mr. Governor moved to approve six new tires for the 2006 International Dump Truck (TK 206) at a cost not to exceed \$2,601.56 from True Tread Tire. The fund will come from the road maintenance line. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-89

Nuisance Property

Mr. Governor moved to approve under the authority of ORC 505.87 as pursuant to resolution #2010-04-13-98 the following as a nuisance property: 7052 Fairground Blvd. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-90

2016 Paving Program

Ms. Cartwright moved to proceed with the Township's 2016 Resurfacing Program comprised of Gibson Rd (first 1500 feet), Steeplechase, Muirfield, Bay Hill and Fountain Valley, in conjunction with Austintown and Boardman Township's resurfacing program with Canfield Township's portion not to exceed \$190,000.00 payable to R.T. Vernal. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-91

2016 Engineering for Starr Centre Drive

Mr. Paloski moved to approve GreenLEEF Development / RJH Consulting Service, LLC as the Design Engineer for the 2016 OPWC Starr Centre Drive Project at a cost not to exceed \$25,000.00. The Motion was seconded by Mr. Governor. Discussion: Fiscal Officer noted that when we go to advertise this project, we must open a PO for *The Vindicator* and transfer funds to the Public Works Fund in order to advertise the project. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-92

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #11146 thru #11205, electronic payments 204-2016 thru 239-2016 as general & payroll obligations of the Township in the amount of \$143,183.55. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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RESOLUTION 2016-07-12-93

Purchase Order

Ms. Cartwright moved to approve Purchase Order PO 23-2016 - PO 25-2016 to encumber funds of the Township for a total of \$7,657.98. PO 22-2016 had to be voided due to a change in vendor. The Motion was seconded by Mr. Governor. Discussion: Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-94

Within Fund Budget Adjustment

Ms. Cartwright moved to approve reallocating \$2,148.00 from line #2141-760-740-0000 (Machinery, Equipment and Furniture) to line #2141-330-381-0000 (Property Insurance Premiums) to cover the payment to Ohio Township Association Risk Management Authority (OTARMA). The Motion was seconded by Mr. Paloski. Discussion: Ms. Cartwright noted that during the reevaluation of our insurance coverage of Township buildings it was found that we were under insured, resulting in the increase in premium. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-95

Within Fund Budget Adjustment

Mr. Paloski moved to approve reallocating \$5,000.00 from line #2141-330-420-0000 (Operating Supplies) to line #2141-330-323-0000 (Repair and Maintenance) to cover equipment repairs. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-96

Transfer of Funds

Ms. Cartwright moved to approve the transfer of funds from the General Fund appropriation line #1000-910-910-0000 to the Road Fund revenue line #2141-931-0000 in the amount of \$25,000.00. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted the current balance after this transfer is \$7,804.44. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-07-12-97

Insurance Claim for Public Works Department Buildings

Mr. Governor moved to approve the repairs to the roofs for the service garage, salt dome and the old salt and storage garage at a cost not to exceed \$19,302.23. Funds for these repairs will be funded by our insurance company. This contract will be awarded to Cio-Nap Builders, the best low qualified bidder at a total cost of \$16,500. The balance of the insurance payment will be deposited to the Road Fund that paid the original premium of \$2,802.23. The cost for the repairs will be paid from the contingency line in the General Fund that will receive the same amount needed for payment. The Motion was seconded by Mr. Paloski. Discussion: Mr. Governor noted that we received two competitive bids that were reviewed. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Aqua Ohio rate increase was discussed.

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RESOLUTION 2016-07-12-98 Aqua Ohio 2017-2021 Water Rate Schedule

Ms. Cartwright moved to approve a resolution establishing a rate of which Aqua Ohio Inc. shall furnish water within the unincorporated areas of Canfield Township for and during the term commencing January 1, 2017 and extending thru December 31, 2021.

NOW, THEREFORE, BE IT ORDAINED, by the Canfield Township Board of Trustees, a majority of all members elected thereto concurring:

SECTION 1

Aqua Ohio, Inc. shall charge for water furnished within unincorporated areas of Canfield Township, the following rates for all water furnished as reflected upon any and all bills rendered on and after January 1, 2017 through and including December 31, 2017; provided, however, in the event Aqua Ohio, Inc. is required by the Ohio Environmental Protection Agency or any other governmental or regulatory agency to commence construction of a major capital expenditure during the term as stated, Aqua Ohio, Inc. may seek an increase to establish rates greater than those stated herein below by agreement, or in the manner prescribed by law.

DIVISION A MEASURED OR METERED SERVICE RATE SCHEDULE

MONTHLY CUSTOMER CHARGE BASED UPON METER SIZE	
Meter Size	Rate
5/8" X 3/4"	\$12.14
1"	\$26.48
1-1/2"	\$56.07
2"	\$97.17
3"	\$215.67
4"	\$381.24
6"	\$854.76

CHARGE FOR WATER DELIVERED	
For the first 2500 cu ft/month	For all over 2500 cu ft/month
\$6.27/100 cu ft	\$5.26/100 cu ft

ACCOUNT ACTIVATION FEE: An account activation charge of Thirty Dollars and Seventy-Six Cents (\$30.76) will be charged for a service connection during the Company's regular business hours.

LATE PAYMENT FEE: The customer will be charged a late payment fee of five percent (5%) if bill payment is paid after the past due date as specified on the customer bill.

DISHONORED CHECKS: When a check that has been received as payment for service is returned by the bank unpaid, a charge of Eighteen Dollars and Fifty-Eight Cents (\$18.58) will be assessed to cover the cost of processing this transaction. The charge for the dishonored check may be reflected at the Company's option when the Company returns the dishonored check or may be charged on the customer's next billing.

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RECONNECTION FEE: Reconnection fees as defined by Master Tariff P.U.C.O. No. 2. (or subsequent numbers) are:

Reconnection Fee during regular business hours \$53.25

Reconnection Fee other than during regular business hours \$163.43

DIVISION B PRIVATE FIRE PROTECTION RATE SCHEDULE

HOSE CONNECTIONS AND HYDRANTS	Per Month Net
1-1/4" hose connection	\$20.83
1-1/2" hose connection	\$25.91
2" hose connection	\$31.33
2-1/2" hose connection	\$37.24
Private fire hydrants	\$76.64

AUTOMATIC SPRINKLERS		
Size of Connection	Floor Space	Per Month
2"	5,000 sq. ft. or less	\$61.22
4"	10,000 sq. ft. or less	\$102.55
6"	20,000 sq. ft. or less	\$153.64
8"	30,000 sq. ft. or less	\$216.56
Additional floor space	Per 1,000 sq. ft.	\$1.92

ACCOUNT ACTIVATION FEE: An account activation charge of Thirty Dollars and Seventy-Six Cents (\$30.76) will be charged for a service connection during the Company's regular business hours.

LATE PAYMENT FEE: The customer will be charged a late payment fee of five percent (5%) if bill payment is paid after the past due date as specified on the customer bill.

DISHONORED CHECKS: When a check that has been received as payment for service is returned by the bank unpaid, a charge of Eighteen Dollars and Fifty-Eight Cents (\$18.58) will be assessed to cover the cost of processing this transaction. The charge for the dishonored check may be reflected at the Company's option when the Company returns the dishonored check or may be charged on the customer's next billing.

DIVISION C PUBLIC FIRE PROTECTION SERVICE RATE

Any and all charges for the operation and maintenance of all public hydrants now or hereafter installed and to be used for fire protection purposes only are provided for and included in Division A Measured or Metered Service Rate Schedule.

DIVISION D BULK WATER SALES

For sales of bulk water at Company-designated connections, a customer shall pay Ten Dollars (\$10.00) per one thousand (1,000) gallons delivered. In addition, the customer shall pay a bulk water permit fee based upon the Company's costs incurred for bulk water connection and metering accommodations.

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DIVISION E CUSTOMER IMPACT FEE

Beginning January 1, 2017, prior to any new service connection to a water line operated by the Company, the customer shall pay a customer impact fee, which shall consist of a related facilities fee and revenue stabilization fee, which shall equal the customer impact fee set forth below:

Meter Size	Customer Impact Fee
5/8" X 3/4"	\$1,500.00
1"	\$3,840.00
1-1/2"	\$8,640.00
2" or larger	\$15,360.00

Amounts received for Customer Impact Fees, which are above the then current related facilities fees determined as set forth in the Company's PUCO approved tariffs, if any, shall be the revenue stabilization fees and shall be treated as revenues.

SECTION 2

That Aqua Ohio, Inc. shall charge for water furnished within unincorporated areas of Canfield Township, the following rate for all water furnished as reflected upon any and all bills rendered on and after January 1, 2018 through and including December 31, 2018; provided, however, in the event Aqua Ohio, Inc. is required by the Ohio Environmental Protection Agency or any other governmental or regulatory agency to commence construction of a major capital expenditure during the term as stated, Aqua Ohio, Inc. may seek an increase to establish rates greater than those stated herein below by agreement or in the manner prescribed by law. The Motion was seconded by Mr. Governor. Resolution was signed by the full Board and Fiscal Officer. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Mr. Governor noted that we now know that the cost of salt is less than first estimated, feeling that we should be able to consider street sweeping. Fiscal Officer noted that the budget is not in balance, being off by over \$500,000. Ms. Cartwright noted that she is not comfortable with spending money at this time until the budget is close to being balanced.

Next Meeting Dates: Special budget workshop will be held on July 20th at 1pm and will be advertised to deal with other business of the Board. The next regular meeting will be held on August 9th at 7pm. On September 13th from 8:30am to 10:30am to meet with employees of the Public Works Department to address questions and issues they want to discuss. The September regular meeting will be held on September 20 at 7:00pm.

RESOLUTION 2016-07-12-99

Executive Session

Mr. Governor moved to adjourn into executive session in accordance with ORC 121.22 at 9:15am to discuss collective bargaining matters and compensation 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.

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ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 9:42pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Carmen I. Heasley, Fiscal Officer