

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on March 29, 2016 at 7:00 P.M.

Canfield Township Trustees held its Regular Meeting but in Special Session, since it wasn't on the fourth Tuesday, in the Canfield Township Hall on Tuesday, March 29, 2016 at 7:00pm. Chairman Governor opened the meeting with the Pledge of Allegiance. Attendance sheet is available upon request. This special meeting was advertised as required by the Ohio Sunshine Law and ran in the *Youngstown Vindicator* on March 11, 2016 as follows:

The regular meeting of March 22, 2016 has been moved to Tuesday, March 29, 2016 at 7pm. The Public is welcome to attend.

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 requested corrections or additions to the Special Meetings of February 3, 10 and March 3, 2016 and the Regular Meetings of February 10 & 23, 2016 minutes. Fiscal Officer noted that suggested changes by the Board have been implemented. Minutes were approved as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Governor requested questions and/or comments on the Administrator/Road Superintendent's report. Mr. Rogers requested permission to send a letter to the Mahoning County Engineers Office requesting that they conduct the construction administration and inspection for the Pebble Beach Project, explaining the necessity of the request. Although Mr. Rogers has all the qualifications to administer and inspect this project, ODOT explained that the Township as a whole is not eligible to do the inspection, since this is the first ODOT project for the Township and it doesn't have ODOT road responsibilities within the Township. He discussed this with the County and was informed that they have assisted other Townships in this capacity and will work within the project's budget.

Ms. Cartwright asked Mr. Rogers to contact the Fire Chief as soon as possible concerning the road conditions in front of Fire Station II. They have contacted the County concerning the soft spot on the road causing the road to brake away, asking that Mr. Rogers follow up with the county concerning this issue.

Mr. Rogers reported 19 residential zoning permits written to date with total estimated valuations of \$2,155,217 and total permit fees collected of \$13,329 of which 7 were new housing. 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 warrants, electronic payments, purchase orders and one blanket certificate. Three letters requesting donations from the Township were presented to the Board.

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Ms. Cartwright asked for more information on the rentals and leases under the general fund in the revenue report. Fiscal Officer noted that the income is coming from the rental of property for farming land at the park on Herbert Rd. The Fiscal Officer explained some of the unexpected funds, such as the estate tax. The report was accepted as presented.

OLD BUSINESS

Mr. Governor stated Township's plans to replace or repair catch basins throughout the Township. The Board now has a list of eight catch basins most in need of replacement. The Board agreed that these catch basins need to be put out for bid. Ms. Cartwright suggested getting three estimates, so we can have an idea if we could add or delete from this list. Fiscal Officer noted changes in requirements for advertising that occurred late in 2015, noting that she will get the list to Mr. Rogers.

Mr. Governor addressed the 2016 Paving Project, noting that the Public Works Department has provided a list of roads for paving with the budget in mind. Ms. Cartwright was concerned that Gibson Road was not on the list, the worst road in the Township. She feels that we should do at least the upper part of Gibson, noting that we are over budget this year and may need to scale back. Mr. Rogers explained how they came to these numbers, but will make calls tomorrow to get better numbers. Boardman Township is looking to put their program out for bid July 1st. The Board is hoping that since we plan to join with them, it is possible that we may come in below budget.

Gibson Road was discussed at length...ten year old engineers report...applying for grants in four phases...possible first phase funding by 2018.

Ms. Cartwright discussed a possible Walnut Grove JEDD, providing attorney discussions to the Board, noting that Canfield Township should be the facilitator of this project. Ms. Cartwright asked for Board approval to contact the City of Canfield to see if they would be interested. ABC Water District was also discussed as a possible avenue. Mr. Governor did not have a problem with Ms. Cartwright looking further into avenues for the Township and certainly welcomes a joint venture with Walnut Grove.

Mr. Governor discussed his thought as it pertains to an advisory park board, suggesting that this Board would set parameters so that the Board of Trustees would not to lose control of park final decisions. Ms. Cartwright thought community involvement would be a good idea, but parameters would be needed as well as structure, and suggested looking for guidance from communities with successful park boards. Mr. Governor discussed the remainder of fencing still available for installation. Ms. Cartwright noted past discussions on using fencing at the entrances and thinks it a good idea, but as far as throughout the park, she feels that getting someone in landscaping involved with the advisory park board would be a good project for them.

Ms. Cartwright presented the final drawings of the new fire station III on Herbert Road that will be going out for bid. The drawings were reviewed.

NEW BUSINESS

RESOLUTION 2016-03-29-42

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #10973 thru #11018, electronic payments 82-2016 thru 113-2016 as general & payroll obligations of the Township in the amount of \$53,590.50. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0. Motion carried 3 to 0.

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RESOLUTION 2016-03-29-43

Blanket Certificate & Purchase Orders

Mr. Governor moved to approve Blanket Certificate BC-37-2016 for \$4,000.00 and Purchase Orders PO 08-2016 thru PO-13-2016 to encumber funds of the Township for a total of \$50,421.62. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-03-29-44

Township's Community Park Maintenance Contract

Ms. Cartwright moved to accept the best low qualified bid for the Township Community Park lawn mowing maintenance from Easton Lawn Service for the area included in the bid package noted as Area #1 located on the South side of Herbert Road at a cost not to exceed \$6450 which is 30 cuts at \$215/cut. The funding for this will come from the General Fund, contracted park services line. The Motion was seconded by Ms. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-03-29-45

Township's Community Park Fertilization Contract

Mr. Paloski moved to accept the best low qualified bid for the fertilization maintenance from Todd's Envirosapes Inc. for \$440.00 per treatment for the Township Community Park located on the South side of Herbert Road for the year 2016. The Fertilization contract reads three applications at \$440.00 each for a total not to exceed \$1,320.00. The funding for this will come from the General Fund, contracted park services line. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-03-29-46

Fall Protection

Mr. Governor moved to accept the bid from Playworld Midstates for the fall protection safety surface mulch at a cost of \$1,891.00 for 100 cubic yards of material for the Township Community Park playground area. The funding for this will come from the open space fund. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-03-29-47

Phone System

Ms. Cartwright moved to accept the best low qualified bid from Perigee Business Technologies for the purchase and installation of a new phone system for the Township Hall Offices at a cost not to exceed \$5,200.00. The funding for this will come from the General Fund, small tools and minor equipment line. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that a new phone system is necessary in the offices as the current phone system is outdated and not working properly. There were several phone systems considered before this one was selected. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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RESOLUTION 2016-03-29-48

Street Sweeping

Mr. Paloski moved to accept the best low qualified bid from KC's Kleen Sweep LLC to have all Township maintained roads swept and debris removed at a cost of \$5250. The funding for this will come from the Permissive Road Fund. The Motion was seconded by Mr. Governor. Discussion: Mr. Paloski noted that it has been about 10 years since the roads have been swept and the majority of roads are in need. Ms. Cartwright noted that there has been discussion during the budgeting sessions, but since we are still over budget she questions if this should be one of the items that we delay until the budget is in balance. She clearly understands that this will help with road maintenance, but is concerned that we have not brought our budget in line. Fiscal Officer noted that the best time to sweep streets is right after winter, but until we know what the paving program cost are, she is concerned with spending money without balancing the budget. Roll Call: Mr. Paloski, yes; Ms. Cartwright, no; Mr. Governor, no. Motion failed 1 to 2. All agree to revisit after the paving project cost are known.

Next Meeting Dates: Special meeting on April 6 at 12pm with employees for the review of Policies and Procedures and Board may enter into executive session to discuss possible employment of a public employee. The next regular meeting will be held on April 12, but will start at 7:30pm, due to the Board attending a Fraud Prevention and Detection Training sponsored by the Auditor of State.

RESOLUTION 2016-03-29-49

Executive Session

Mr. Governor moved to adjourn into executive session in accordance with RC 121.22 at 9:10pm to discuss the employment of a public employee and to prepare for bargaining negotiations. 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 9:24pm.

ADJOURNMENT

With no further business before the Board, the Chairman adjourned the meeting at 9:25pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Carmen I. Heasley, Fiscal Officer