

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on November 22, 2016 at 7:00 PM.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, November 22, 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.

Public Presentation

Mr. Ken Kennedy of 6205 S Raccoon Rd addressed the Board concerning property adjacent to his property that the Township purchase from the land bank which he is interested in purchasing. Mr. Governor noted that the information required to make a decision was just received and Board members needed the opportunity to review it. The Board might be reviewing it later in the evening during executive session and may or may not act on it tonight.

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 regular meeting of November 9 and the November 17, 2016 special meeting. Minutes were approved as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Ms. Cartwright asked about the status of Starr Centre/Old Tippecanoe Storm/Road Rehabilitation Phase II Project application so the Township can receive \$273,222 in the form of a 0% loan, but the application must be received by OPWC on or before December 21. Mr. Rogers noted that he is working with the Fiscal Officer to complete the proper paperwork and doesn't see a problem.

Mr. Paloski asked about the hazmat ten cents per person fee. Ms. Cartwright explained that the Cardinal Joint Fire District will be paying it for the Township and the City of Canfield.

Mr. Paloski asked about the speed camera on Tyler Drive. Mr. Rogers explained that the officer is on sick leave and at this time he does not have anything to report. Fiscal Officer reported receiving a call from a new resident on Clearview Dr. who reported that a car has been speeding through the neighborhood and running stop signs. He is concerned for his young twin daughters and would like to see the area patrolled more often. He has also requested a streetlight on his corner be added to the current street lighting district. He noted that it appears that the light is missing at his corner. The Fiscal Officer explained that it is possible, because during the installation of the lights in that district some lights were removed from the original map. The Fiscal Officer is looking into the feasibility of that light.

Mr. Paloski asked about the Sunday meeting for the Canfield Soccer Club. Mr. Roger will attend the meeting. Mr. Rogers reported that the park is now closed for the season and he has called Allison Brothers for a final trash pickup for this year.

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Mr. Rogers reported issues with Christmas lights in the Villa Rosa area - Montereale Drive. One resident has made the top 10 list in the state of Ohio for light shows. A neighbor has complained and requested temporary "no parking" signs on one side of the road for traffic control flow. Ms. Cartwright suggested that we call the City of Canfield to see if we can borrow their signs.

Mr. Rogers reported receiving a petition from residents of Mercedes Place requesting a sound wall be installed to block turnpike noise. Mr. Rogers explained he can apply for an Ohio Turnpike Commission grant and if approved it would cover 100% of the cost, however since the work to be done is on private property Township funds can't be used. Twin Oaks was the same issue and was rejected by the commission. Mr. Governor received e-mail communication from a resident on Mercedes that lives in the condos in regards to the erosion problem; he explained where we are with it. She is not happy since the erosion is getting worse. Mr. Rogers has been in contact with the Ohio Turnpike Commission; we're awaiting their answer or ideas on how they can resolve this issue.

Mr. Rogers reported on Zoning Board of Appeals case 16-12-BA - Colonial Motel storage pads. The hotel owner's thirty day appeal process has expired. Mr. Rogers prepared a seven day letter for the property owner to comply and had it reviewed by the prosecutor's office. The Board of Appeals rejected the variance 4 to 0.

Mr. Rogers meet with the Fire Chief and the project manager for Fire Station III. They reviewed the information provided by the third contractor. Everyone was in agreement that this is the best way to go.

Mr. Rogers reported that a caller from Stark County would like to bring a game of chance establishment into the Township. There is nothing in our zoning presently that addresses this issue so he has spoken with someone from the prosecutor's office that will write a letter of moratorium until further investigation can be done as to when and where we would allow them. Ms. Cartwright asked if we can prevent them through zoning. Mr. Rogers noted that he believes we cannot, but we could put strict zoning guidelines on it. The report was accepted as presented.

FISCAL OFFICER'S REPORT: Chairman Governor called on the Fiscal Officer, Carmen I. Heasley, to present the financials. The Fiscal Officer explained that as she reviewed the Pebble Beach Storm Sewer Project with the Ohio Turnpike Commission in order to close the Township books on this project she found a change order for \$18,314.39 which the State of Ohio approved above the original contractors' bid, but did not get presented or approved through our Board. She provided the proper information for the resolution to help her close the books properly.

The Fiscal Officer reviewed warrants, electronic payments, and two purchase orders. Changes to the current budget were discussed, since suggested changes are included in the resolutions.

The Fiscal Officer confirmed that each member of the Board including Mr. Rogers had received their confirmation from the hotel in Columbus for the Winter OTA Conference.

The Fiscal Officer reviewed the Liquor License requirements of the Ohio Liquor Commission, noting that if the Board has any objections to any liquor license permit in the Township, that they have until February 1, 2017 to object to the issuance that that permit.

The Fiscal Officer noted receipt of her CPIM Certificate that is required to invest funds of the Township. The report was accepted as presented.

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OLD BUSINESS

RESOLUTION 2016-11-22-172

Change Orders to the Pebble Beach Storm Sewer Project

Mr. Governor moved to approve the change order totaling \$18,314.39 on the Pebble Beach Storm Sewer Project that was funded by the Ohio Turnpike Commission. Change orders were approved and paid in full by the Ohio Turnpike Commission. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-173

Heating System for Fire Station II

Mr. Governor moved to approve Efficiency Specialists Inc to replace the heating system at Fire Station II for a total cost not to exceed \$16,493.00. The Motion was seconded by Ms. Cartwright. Discussion: The Fiscal Officer noted that she does not have any of the required information on this vender to produce a purchase order. Mr. Rogers will see to it that it is done. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-174

Fire Fund 2016 Appropriation Budget Adjustment

Mr. Governor moved to approve to increase line #2111-220-599-0000 (Other Expenses) from \$17,000 to \$20,000. The line is being increased by \$3,000 to cover the heating system and possible additional expenses to the end of the year. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-175

RESOLUTION OPWC AUTHORIZING LEGISLATION

Starr Center/Old Tippecanoe Storm and Road Rehabilitation Project Phase II

A RESOLUTION AUTHORIZING TRUSTEE CHAIRMAN, BRIAN GOVERNOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

Ms. Cartwright moved to approve as follows:

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 II, 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: *The Fiscal Officer Carmen Heasley* is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

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NEW BUSINESS

RESOLUTION 2016-11-22-176

Warrants & Electronic Payments

Mr. Paloski moved to approve Warrants #11429 thru #11445, electronic payments 397-2016 thru 417-2016 as general & payroll obligations of the Township in the amount of \$48,395.44. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-177

Purchase Orders

Ms. Cartwright moved to approve Purchase Orders, PO 45-2016 – PO 46-2016 to encumber funds of the Township for a total of \$30,878.82. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-178

Road Fund 2016 Appropriation Budget Adjustment

Mr. Governor moved to approve reducing line #2141-330-190-0000 (Salaries) from \$160,000 to \$135,000. The line is being reduced by \$25,000 to reduce the transfer amount from the General 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 2016-11-22-179

Road Fund 2016 Appropriation Budget Adjustment

Mr. Governor moved to approve reducing line #2141-330-211-0000 (OPERS) from \$40,000 to \$31,000. The line is being reduced by \$9,000 to reduce the transfer amount from the General Fund. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-180

Road Fund 2016 Revenue Budget Adjustment

Ms. Cartwright moved to approve reducing line #2141-931-0000 (Transfer In) from \$140,000 to \$109,000. The line is being reduced by \$31,000 to reduce the transfer amount from the General Fund. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-181

Transfer from the General Fund to the Road Fund

Mr. Paloski moved to approve the transfer amount of \$21,000 from the General Fund in #1000-910—910-0000 (Transfer Out) to the Road Fund revenue line #2141-931-0000 (Transfer In). The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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RESOLUTION 2016-11-22-182

Health Insurance Renewal

Mr. Governor moved to approve the renewal of the Township healthcare insurance plan with Aetna Insurance to begin on December 1, 2016 thru November 30, 2017 as a High Deductible Health Reimbursement Account (an HRA). This policy will continue to be administered through The Burnham and Flowers Insurance Group in Blacklick, Ohio. Todd Mayle of Cailor Fleming Insurance, the Township's local agent/firm explained that the current plan is no longer available in the Aetna product offering line. The renewal offer was mapped to the closest comparable product offering available with similar structure and benefits. Total health insurance exposure to the Township will not be more than \$83,500.00. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-183

OTA Winter Conference

Ms. Cartwright moved to approve Mr. Rogers attending the OTA Winter Conference in Columbus starting on January 25 thru January 27, 2017. Travel, meals and hotel expenses will be covered by the Township based on Township policy. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-184

Drainage Ditch Piping Permit

Ms. Cartwright moved to adopt the Mahoning County Engineer's guidelines for piping in drainage ditches in developed areas of the Township including: determining the pipe size which is dependent on the geographic location/contour of the land, approval by Township personnel and a permit fee for installing pipe within the road right-of-way of \$25 effective January 1, 2017. The Motion seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-11-22-185

Open Cut Road Permit

Ms. Cartwright moved to adopt the Mahoning County Engineer's guidelines for developer's open cutting Township Roads for the purpose of installing culvert pipe; which includes processing an application, site review and a permit fee of \$250 effective January 1, 2017. The Motion seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Ms. Cartwright reported on a meeting with the members of the Canfield School Board, a representative from Canfield City and the Township. Items discussed included social activities that they'd like the Township and City's participation; i.e., a chili cooks off in January. A citizens group will meet in the spring to look into the school's facilities going forward. They discussed the road conditions during the winter months pointing out that the city streets are always cleared, but the Township roads are an issue. Ms. Cartwright explained that the roads in question were county roads and suggested a possible meeting with the County Engineer including school representation, Mr. Rogers and her to address this issue.

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Mr. Paloski thanked Shawn Stack for bringing to the Board's attention the Ditch and Open Cut permits that were needed in the Township.

Ms. Cartwright noted that Santa will be in the Township Hall on Friday, December 2 at 6pm as part of Canfield Rotary's Lighting of the Green event that has taken place for many years. The Township will supply the hot chocolate.

The Fiscal Officer asked if we had a salt contract executed with the school system, noting that she did not have a copy of the contract. Mr. Rogers will check his records.

Next Meeting Dates: The next regular meetings will be held on December 13 at 7pm. Special meeting will be held on December 2 at 8:30am for the 2016 and 2017 special budget hearing. The special meeting has been advertised to include any business that pertains to the budget that maybe necessary.

RESOLUTION 2016-11-22-186

Executive Session

Mr. Governor moved to adjourn into executive session in accordance with ORC 121.22(G) 1-3 & 6 at 8:13pm to discuss the employment of public employees, purchase or sale of public land, ongoing or pending court action and security matters of the Township. 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 8:55pm.

ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 8:57pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Carmen I. Heasley, Fiscal Officer