

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

107

Meeting held on October 11, 2016 at 7:00 PM.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, October 11, 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

Chairman Governor recognized Doris Puerner of Leffingwell Road. Mrs. Puerner provided information on Election Day dinner put on by Lord of Life Church which will be held at Canfield High School.

### 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

**SHERIFF'S UPDATE:** Chairman Governor recognized Major Jeff Allen of the Mahoning County Sheriff's Office who provided the Board with an update on incidents involving his officers in the Township since his last report. The report was provided in electronic form and is available in the office.

**MINUTES:** Chairman Governor requested corrections or additions to the special meetings of September 6. Fiscal Officer noted that suggested corrections have been implemented. Minutes were approved as presented.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Mr. Rogers updated the Board on the two completed projects at the park; the handicap railing leading up to the new pavilion has been installed and 16 feet of split rail fence has been installed on each side of the 3 drive approaches. Mr. Governor asked whose idea was it to connect the fence to the sign. Mr. Rogers noted that it was the contractors' recommendation and believes that it may have something to do with the gas line location. Mr. Rogers noted that the fence looks dirty and is scheduled to be pressure washed by the public works employees.

Mr. Rogers updated the board on the Starr Centre Project, noting the surveyors are out there now and the contractor should start soon. Mr. Rogers reported that the Pebble Beach ODOT Project has been completed and will be meeting with the County engineers tomorrow to close the project soon. He also noted regarding the Mercedes Turnpike Project, the letter asking the Turnpike to work directly with the Mercedes Home Owners Association should be out tomorrow.

Mr. Rogers thanked Mr. Burkett and Mrs. Williams for helping with the Diesel Admission Reduction Grant to replace the 1999 plow truck with a new truck that will cover up to 80% of the cab and chassis. We should know the grant status on December 16.

Mr. Rogers updated the Board as it pertains to Fire Station II's heating system advising that the last contractor recommended two Reznor heaters.

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Mr. Rogers thanked the Canfield Wrestling Team for their work during the Electronic Drive with almost 22,000 pounds being collected in four hours. Young Ms. Burkett (PWD employee Bob Burkett's daughter) doing National Honor Society hours did a really good job keeping tally of all the vehicles and appliances that came in which helped him a lot.

Mr. Rogers spoke with the catch basin contractor advising him that the resolution was passed and they are in the process of scheduling a date to meet.

The paving program will start tomorrow. Ms. Cartwright asked about Gibson Road and Mr. Rogers noted that all should be completed by October 31.

Mr. Governor spoke about the Cemetery Headstone Restoration Phase I Program. Mr. Governor explained that the Board has an interest in the maintenance of Dean Hill cemetery...everything from plotting land...paving...to restoring markers. Mr. Governor introduced Cheryl Soyka, a Township resident that has shown personal interest in the cemetery and may donate funds toward the restoration program. Mr. Governor thanked Mrs. Soyka for attending tonight and offering to donate toward this program, noting that this is not the first time Mrs. Soyka has donated towards a Dean Hill Cemetery project. Mr. Burkett, Township Cemetery Sexton, stated that he feels very confident in the gentlemen that will be restoring the markers. Mr. Burkett explained that some of the work will be done in-house in order to help this gentleman and keep the cost down estimating that the work should start in two weeks. A possible media story showing before and after progress was discussed.

Mr. Burkett reported on the internal catch basin program. The Township has about 1500 catch basins that the Township is responsible for maintaining and Mr. Governor explained that the Township is presently involved in an outside catch basin program to replace the worst of the basins with hopes to continue this program every year going forward and an internal program where the Public Works employees have volunteered to work Saturdays to hopefully save the Township money in the long run by repairing some of these basins before they worsen. Mr. Burkett explained that the program is coming along well noting two broken castings; all the lids have been fine; concentrating on the Covington Cove area. The Board plans to continue with this program next year if the budget permits.

Mr. Governor noted that the Public Works Department will soon start the 2016 Leaf Recycling Pick-up Program. Mr. Burkett explained that they cannot take leaves in plastic bags since the recycler will not accept them. Township residents wishing to participate may receive their first (5) leaf bags free with a valid driver's license and additional bags can also be purchased for a \$2.00 per five pack fee. The bags maybe picked up at the office from 8 to 4. The report was accepted as presented.

### ZONING REPORT

	Estimate of Structure Value	Permit Fee Charge in Dollars	Occupancy Fee Charge in Dollars	# of Permits
<b>Residential – New Homes</b>	\$ 6,489,642	\$ 39,649	\$ 700	25
<b>Commercial</b>	\$ 1,446,344	\$ 8,904	\$ 106	63
<b>Other</b>	\$ 7,997,172	\$ 49,802	\$ 100	24
	<b>\$ 15,933,158</b>	<b>\$ 95,074</b>	<b>\$ 906</b>	<b>112</b>

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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, blanket certificates and purchase orders. Ms. Heasley explained difficulty posting the final real estate tax payment received from the auditor's office. She explained that after processing two purchase orders, she was unable to locate them in the system. She voided the two purchase orders and opened a Then and Now purchase order to process the payment received.

The Fiscal Officer noted that the Money Market account with Home Savings is coming due on November 9. She will contact Home Savings to see if they will extend the current rate and let Board know at the next meeting.

The Fiscal Officer reviewed the appropriations noting one line item in the General Fund was unable to be reduced from \$10,000 to \$7,000 after the budget was approved at the last meeting. Contract Services #1000-610-360-0000 could not be adjusted because the funds were encumbered for an open obligation. She requested that the Board agree to leave it as is.

The Fiscal Officer noted receipt of an invoice from Ohio Edison for the replacement of one street light in the Cloisters development. Ms. Heasley explained after contacting Boardman and Austintown to see what they do, since they deal with these types of charges on regular bases; both pay the invoice immediately and add the charges to the street lighting district involved, so the Board will see the payment included in the current payments. The report was accepted as presented.

### OLD BUSINESS

#### RESOLUTION 2016-10-11-148

##### Cemetery Headstone Restoration Phase I

Ms. Cartwright moved to approve Gravestone Guardians of Ohio as the best and low qualified bidder for the Dean Hill Cemetery Headstone Restoration Phase I; with a cost not exceed \$1700. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor noted that the Township is fortunate to have a resident, Cheryl Soyka that is willing to make a donation equal to half of the Phase1 cost. Once this Phase is completed we will have a better idea of how many more phases are needed and budget accordingly. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2016-10-11-149

##### 2016 Leaf Pick-up Program

Mr. Paloski moved to approve the Public Works Department to conduct the 2016 Leaf Recycling Pick-up Program. The Township will use the same quadrant system as in years past using state route 224 and route 46 to divide the quadrants. The collection dates for this year will be as follows: for the NW and NE quadrants Oct 18, Oct 25, Nov. 1, Nov 8 and Nov 15; for the SE and SW quadrants Oct 20, Oct 27, Nov 3, Nov 10 and Nov 17. Township residents wishing to participate may receive their first (5) leaf bags free with a valid driver's license and additional bags can also be purchased for a \$2.00 per five pack fee. The bags maybe picked up at the office from 8 to 4. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor noted that leaf bags can be picked up M-F from 8-4 in the Township Office. The Public Works Department may have to adjust pick up dates dependent on the weather and must remain in budget. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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### RESOLUTION 2016-10-11-150

#### School Resource Officer Agreement (SRO)

Ms. 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 2016-2017 effective August 1, 2016 through July 1, 2017. The Township shall compensate the City of Canfield in the amount equal to seventy-five percent (75%) of one-half (50%) of the costs to the City for the performance of its obligations pursuant to the SRO Agreement, which is \$30,935.78. Payment will be made on or before November 1, 2016. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor noted for the record that the Board has signed four copies of the SRO agreement between the Township and the City of Canfield that have been given to Mr. Rogers for City of Canfield signatures. The Fiscal Officer noted that she must receive a copy of this agreement before making payment. Mr. Rogers will make sure that she gets a copy. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### NEW BUSINESS

#### RESOLUTION 2016-10-11-151

#### Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #11328 thru #11375, electronic payments 339-2016 thru 358-2016 as general & payroll obligations of the Township in the amount of \$67,385.90. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2016-10-11-152

#### Purchase Order

Mr. Governor moved to approve Super Blanket Certificates BC 38-2016 thru BC 42-2016 and Purchase Order PO 35-2016 thru PO 39-2016 to encumber funds of the Township for a total of \$46,517.66. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2016-10-11-153

#### General Fund 2016 Budget Adjustment

Mr. Governor moved to approve leaving line #1000-610-360-0000 (Park Contracted Services) at \$10,000.00 due to open contractual obligations. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor noted that during the meeting of September 27, 2016, the Board approved reducing this line from \$10,000 to \$7,000. At this time, the Township has open purchase orders that exceed \$7,000. Until the mowing stops at the park, the final numbers will not be known, so it's best to leave this line as is. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

**Trustees Comments:** Mr. Governor advised the Board that there's a Good Morning Canfield breakfast on October 14 at the Canfield Library starting at 7:30am. Mr. Governor noted that he did invite Mr. Rogers to attend the breakfast.

Mr. Governor discussed updates to the Township website. Uploading signed Board and Zoning minutes on the website was discussed. The Chairman and Fiscal Officer will meet on Friday to begin the process of public record disposal.

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Ms. Cartwright advised the Board that she and Mrs. Williams will be working on recording cemetery lots electronically. When that is done, they will be looking at the older deeds that are upstairs to use them as a check and balance. Ms. Cartwright mentioned possibly looking into something to protect those records, some of which are very old; therefore we may need to budget for that next year.

**Next Meeting Dates:** The next regular meetings will be held on October 25 at 7pm. A special meeting will be held on November 1 at 8:30am for a workshop with the Public Works employees. Due to Election Day, the regular meeting of November 8 will be held on November 9 at 7pm.

### RESOLUTION 2016-10-11-154

#### Executive Session

Mr. Governor moved to adjourn into executive session in accordance with ORC 121.22 at 8:03pm to discuss the employment and compensation of public employees and discuss pending court action. 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 9:00pm.

### RESOLUTION 2016-10-11-155

#### Rescind RESOLUTION#2016-09-27-139 SIDE LETTER #3 - PWD LUMP SUM PAYMENT

Mr. Governor moved to rescind Resolution #2016-09-27-139. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2016-10-11-156

#### Rescind RESOLUTION 2016-09-27-140 - SIDE LETTER #7 - PWD

Ms. Cartwright moved to rescind Resolution #2016-09-27-140. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2016-10-11-157

#### AMENDED SIDE LETTER #3 -PWD ONE TIME PAYMENT

Mr. Governor moved to approve amended side letter #3 one sum time payments. This amended side letter is entered into by the Canfield Township Board of Trustees and Teamsters Local 377 and shall replace the existing Side Letter #3 in the contract; During the first full pay following the execution of this Side Letter, all bargaining unit members who were employed in 2015 and remain employed as of the date of this Agreement shall receive a one-time payment equal to \$.50 per hour for each hour worked/compensated in calendar year 2015. In accordance with this agreement, the following payment shall be made.

	2015 Hours	Payment
Bob Burkett, Assistant Foreman	2,405.80	\$1,209.50
Shawn Stack, Laborer (Full-Time)	2,419.81	\$1,202.90
Michael Fuchilla, Laborer (Part-time)	1,719.45	\$ 859.73

During the first full paid period in May of 2018, the parties agreed that an additional \$.50 per hour worked shall be paid effective the first pay period in May of 2018 for hours worked\compensated in 2017. The Amended Side Letter #3 One Time Payment Motion was seconded by Ms. Cartwright. The document was sign by the Board during the meeting. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3-0.

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### RESOLUTION 2016-10-11-158 SIDE LETTER #7 - PWD

Ms. Cartwright moved for the inclusion of side letter #7 - Canfield Township Board of Trustees and Teamsters Local 377 agree as follows:

1. This Side Letter is to be interpreted in conjunction with Side Letter #3 in order to achieve the intent of the parties that a one-time payment equal to \$0.50 per hour for each hour worked/compensated in calendar year 2017 to be paid to each member of the bargaining unit no later than the first pay period in May of 2018.
2. It is the intent of the parties that the payment be considered pensionable to the extent permitted by the Ohio Public Employees Retirement System.
3. No later than April 10, 2018, the parties agree to meet to examine the hours worked/compensated by each member of the bargaining unit in 2017. The parties will then determine the total amount to be paid pursuant to the \$0.50 per hour amount set forth in Side Letter #3.
4. Part time bargaining unit members will receive the same per hour worked/compensated payment as that of full time employees. In addition, the parties will examine the hours worked by any part-time bargaining unit member to determine whether any one-time payment is warranted in addition to the per hour worked/compensated paid pursuant Amended Side Letter #3.
5. For the year 2016, both parties understand that effective no later than the first full pay period after execution of this Side Letter, a one-time payment in the amount of \$340.00 will be paid to part-time laborer Michael Fuchilla in addition to the \$.50 per hour payment.

The Motion was seconded by Mr. Governor. Discussion: This document was signed by the Board. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3-0.

### RESOLUTION 2016-10-11-159

#### Post and Advertise for the WD Part-Time Position & Snowplow Driver

Ms. Cartwright moved to post internally as required per the union contract and advertise in the *Youngstown Vindicator* its online version and Township website for the Part Time Public Works Maintenance Worker position and a seasonal snowplow driver. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that the ad will run two consecutive Sundays. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3-0.

### ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 9:37pm.

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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