

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on October 25, 2016 at 7:00 PM.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, October 25, 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 Don Hutchison, Cardinal Joint Fire District Fire Chief, noting discussions with Mr. Rogers; asking about the heating system and lighting system projects; where they stand and if the Fire District can help expedite these projects. Mr. Rogers explained why the problems exist, what contractors have told him and the difficulty he's had getting complete quotes. Ms. Cartwright stated that at last night's Joint Fire District Board meeting, the board and fireman expressed frustration with the lack of forward motion; we've been talking about this since last March. She asked the Chief to speak to the Board because we need a plan going into the winter months, otherwise the District will be paying high heating bills. That is why they want a timeline; where are we at, how we are going to pay for it and what is our next step to expedite the process. Mr. James Dahman of Canfield Rd and a firefighter at Station II has been at that station since it was built and offered his opinion and expressed concerns with the insulation that has been hanging down from the rafters onto the heating system as well as a water pipe that is used to fill the trucks that maybe within the work area and should be taken into consideration. Several options are being considered. As far as the lighting system, the amount has to be over \$10,000 to apply for the Green Fund Grant, so the Joint Fire District will apply for the full amount of equipment cost and installation. When the work has been completed and upon providing the Township with final documentation, the Township will reimburse the Joint Fire District for the installation (\$2,800.00) part of the cost.

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 meetings of September 13. Fiscal Officer noted that suggested corrections have been implemented. Minutes were approved as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Paloski was pleased with the paving program, noting that it came in under budget by \$45,838.86. Ms. Cartwright noted that the county has offered to strip the first fifteen hundred feet of Gibson Rd for free and we must remember to thank them.

Mr. Rogers updated the Board on the Starr Centre Project, noting it's moving along.

Mr. Governor reported on the internal catch basin program, stating that Mr. Burkett would like to work one more Saturday to get what he wanted, since they have completed eleven basins. The asphalt plant will determine if they will work as it relates to temperature. The Board decided after discussing the budget to wait until next year.

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Mr. Governor spoke about the Cemetery Headstone Restoration Phase I Program, noting that straightening the markers may not have been this person's expertise, but as far as cleaning and being able to read them, Mr. Burkett commented that the markers look great. Mr. Burkett is our cemetery Sexton and one thing about Mr. Burkett is that he is particular about the cemetery and when he's pleased we're all pleased.

Ms. Cartwright asked Mr. Rogers to have Mrs. Williams include last year's Zoning numbers for comparison on a month to month basis. The report was accepted as presented.

ZONING REPORT	Estimate of Structure Value	Permit Fee Charge in Dollars	Occupancy Fee Charge in Dollars	# of Permits
Residential - <i>New Homes</i>	\$ 6,934,412	\$ 42,344	\$ 725	26
Commercial	\$ 1,506,577	\$ 9,267	\$ 106	68
Other	\$ 7,997,172	\$ 49,802	\$ 100	24
	\$ 16,438,161	\$ 101,413	\$ 931	118

FISCAL OFFICER'S REPORT: Chairman Governor called on the Fiscal Officer, Carmen I. Heasley, to present the financials. The Fiscal Officer reviewed warrants, electronic payments, blanket and one purchase order.

She reviewed one error with the final audit. The audit team claims they only had one certificate of all available funds from the county for year 2014, while we actually had three certificates. Ms. Heasley noted that she did provide all three certificates with her records, but they only looked at one that they got direct from the county. She is dealing with the audit team to have it corrected.

Fiscal Officer reviewed one error with the street lighting district in 2014. One resident contacted her concerning a \$2,056.00 assessment charge on her taxes and after reviewing the county charges listed on our records there was an overcharge in that year. The charge should have been \$43.00 and not \$2,056.00 a difference of \$2,013.00.

Mr. Governor noted that the legal ads for the PWD part-time position and the second position for a snowplow driver didn't make the paper. He doesn't know what happened, but the legal ad needs to be located and placed in the paper as soon as possible. The Fiscal Officer understood that Ms. Cartwright was sending a copy of the ad to Mr. Rogers and he was placing the ad in the paper and on the website. The ad did make the website, but did not get placed in the paper. Ms. Cartwright located the ad on her computer and forwarded the ad to Mr. Rogers. The amount of per hour pay will be included in the employment legal ads.

One letter was reviewed from Pheasant Faith Church thanking the Board for their help with the Faith Run. The report was accepted as presented.

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OLD BUSINESS

RESOLUTION 2016-10-25-160

Post and Advertise for PWD Part-Time Position & Seasonal 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 position of part-time Public Work Department (PWD) employee and a seasonal snowplow driver. The ad will run two consecutive Sundays beginning October 30 and be posted and appear on the Township website within 24 hours. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor asked Ms. Cartwright if she will handle getting the ads to *The Vindicator*. Ms. Cartwright noted that she will make sure it's done tomorrow. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3-0.

NEW BUSINESS

RESOLUTION 2016-10-25-161

PWD UNIFORM T-SHIRTS

Mr. Governor moved to purchase (36) uniform t-shirts from Aardvark Sportswear for the Public Works Department at a cost not to exceed \$594.50. This will be (12) shirts per employee and should be at least an annual supply for the current employees. The Motion was seconded by Mr. Paloski. Discussion: Mr. Governor noted that in accordance with Article 33 of the Union Contract the Township shall provide uniforms as needed and since these shirts are decorated with the Canfield Township name it is more economical to order approximately a year supply. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-10-25-162

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #11376 thru #11396, electronic payments 359-2016 thru 375-2016 as general & payroll obligations of the Township in the amount of \$58,091.82. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-10-25-163

Purchase Order

Mr. Governor moved to approve one Purchase Order PO 40-2016 to encumber funds of the Township for a total of \$2,013.00. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Mr. Governor advised the Board that the Fiscal Officer and he did meet to start the record retention process. We have documented items of importance and should have an email out on that soon. Mr. Rogers noted that the prosecutor's office called to commend you on beginning the process and has samples that they will send to us. Sheri that works in their office is willing to come out and help get things organized. Mr. Governor thought that was great.

Mr. Governor noted that he will be meeting with Major Allen and Major Cappabianca this Thursday afternoon to start conversation concerning the Sheriff's Contract that is up for renewal.

Mr. Governor noted that he received the renewal information concerning our health insurance and has forward information to the Board by email.

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Additionally he reported that the Township is in receipt of a letter of interest from a resident that would like to serve on a zoning board. The letter is in the office for everyone to review. Ms. Cartwright suggested that the Township run an ad for both zoning boards and alternates. It was noted that the notice is on our website. The Re-organizational meeting minutes were reviewed for website ads. It was determined that our website must be added as a form of advertising at our next re-organizational meeting. Ms. Cartwright will work on a display ad to run in the *Neighbors*'.

Next Meeting Dates: The next regular meetings will be held on November 9 and November 22 at 7pm. Special meeting will be held on November 1 at 8:30am for a workshop with the Public Works employees and to discuss the maintenance issues in the bay area of Fire Station II. On November 17, the Board will conduct a 2016 and 2017 Budget Hearing to start at 2pm to 4:30pm.

RESOLUTION 2016-10-25-164

Executive Session

Mr. Governor moved to adjourn into executive session in accordance with ORC 121.22(G) at 8:02pm to discuss the employment 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 8:34pm.

RESOLUTION 2016-10-25-165

Accept Resignation Letter

Mr. Governor moved to accept the resignation letter from John Jeff Limbian, Zoning Inspector, giving his two week notice. He will be working until November 4, 2016. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor requested that the original letter be filed in his personnel employee file. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 8:53pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Carmen I. Heasley, Fiscal Officer