

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on September 20, 2016 at 7:00 PM.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, September 20, 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.

First, before the Board are two street lighting districts to be heard and possibly approved tonight. The Chairman asked if we had anyone present concerning either the Summerwind Phase V or the Abbey Road Phase II street lighting districts, asking if we had anyone in favor or against either district that would like to speak at this time. No one responded. Fiscal Officer noted that the street lighting districts were properly served and advertised.

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 minutes of August 9 and the special meeting of August 17. Fiscal Officer noted that suggested corrections have been implemented. Minutes were approved as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Rogers updated the Board on Lydia Lane, explaining that 17 pads of concrete sidewalk were damaged by the contractor. A new Zoning permit for the contractor who caused the damage was held until the repairs were made. Repairs are now made.

Ms. Cartwright asked about issues with the Pebble Beach ODOT Project. Mr. Rogers explained that a property owner was not returning calls concerning signing off on paperwork. It's a vacant piece of land and the owner doesn't live in the area but plans on walking the land; and should sign soon.

Mr. Paloski asked when we can expect our paving program to start. Mr. Rogers reported that the company is done in Austintown, started milling in Boardman today, and once they are done in Boardman, we are next. Mr. Rogers is estimating a week or two.

Mr. Rogers reported that he didn't want to sign off on the phone system paperwork for 911 without Board approval. Mr. Rogers explained that presently if a 911 call is made from Messerly Road Public Works Department, the response would be routed to the Township Hall. The Township will be charged a \$1.00 monthly fee so any 911 calls from the Public Works Department will work properly. The Board agreed that it is a necessity and directed Mr. Rogers to do so.

Mr. Governor asked about Starr Centre. Mr. Rogers reported that the catch basins have been ordered and should be here in two weeks. They should be on site working by October 1 and the contractor feels confident they can get the work done before the snow falls.

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Mr. Roger noted that he has requested another contractor to bid on the demolition of the heating system at Fire Station II and should have an estimate by the next meeting. Mr. Rogers estimated \$1,303.00 to replace twelve smoke detector sensors in the bay. Ms. Cartwright suggested looking into a professional insulation company to look at the work that needs done, so it can be included in the 2017 budget.

Mr. Rogers reported on missing street signs and is working with the Mahoning County Sherriff's Dept.

Additionally he reported hearing that the Board of Health inquired about the Shields Road home that had fire damage. Mr. Rogers is looking for guidance with hopes of helping the gentlemen living on the property. All agreed that the property has now become a nuisance property.

Ms. Cartwright asked Mr. Rogers to keep the Board updated on the progress of the water tower...especially on the bid openings. Mr. Rogers will do so. 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>	\$ 6,216,981	\$ 3,988	\$ 675	24
Commercial	\$ 1,249,184	\$ 7,669	\$ 56	57
Other	\$ 7,987,172	\$ 49,917	\$ 100	23
	\$ 15,453,337	\$ 95,074	\$ 831	104

FISCAL OFFICER'S REPORT: Chairman Governor called on the Fiscal Officer, Carmen I. Heasley, to present the financials. She reviewed warrants, electronic payments and purchase orders. The Fiscal Officer reviewed the budget, suggesting a within fund adjustment in the General Fund to cover salaries.

She provided the Board with two resolutions...one for the Farmers National Bank sweep account and the second one based on the last audit suggesting that the Township operate the Zoning Department from the General Fund. The Fiscal Officer has suggested that the Board consider finishing out the year as is...combining the funds on the first of 2017.

Fiscal Officer explained that the Summerwind Street Lighting District Phase V is completely owned by the developer. He wants one light to be installed, but will not have it installed until he has at least 50% of the lots sold. Ohio Edison may have problems estimating the cost, since its vacant land with no improvements. They may not estimate until some of the improvements have been done. As far as Abbey Road, the developer has begun selling lots and all owners have signed the petition. These districts were sent to Ohio Edison at the beginning of August. Ohio Edison has stated that there is not enough development of the land to estimate the cost, but the developer wants the lights installed as was done in the first phase. The resolution for assessment of all street lighting districts in the Township was provided to the Board for tonight's meeting.

The process of declaring property a nuisance was discussed. A complaint comes into the office...the property is checked by Township personnel...a registered seven day notice is sent...at the end of the seven days the property is recheck...the Board declares the property a nuisance at the next meeting...the property is turned over to a mowing company to abate the nuisance. The report was accepted as presented.

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NEW BUSINESS

RESOLUTION 2016-09-20-123

2016 Electronics Drive

Mr. Governor moved to approve entering a contract with Southside Recycling of Youngstown, Ohio, for the Township's 2016 Electronics Drive to be held Saturday, September 24 from 9am - 1pm at the Canfield Fairgrounds in the Government Building. There will be a \$2.00 charge (measuring across the width of the cabinet) for TV's and computer monitors. The Motion was seconded by Mr. Paloski. Discussion: Fiscal Officer asked if it was per inch. Mr. Rogers noted that it is per inch. Ms. Cartwright stated that per inch is not stated in the Motion. Mr. Governor amended his Motion to read: There will be a \$2.00 charge "per inch" (measuring across the width of the cabinet) for TV's and computer monitors. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-124

Canfield Wrestling Team

Mr. Governor moved to approve a \$500.00 donation payment to the Canfield Wrestling Team, in exchange for their help during the Electronics Recycling event which will be held Saturday, September 24, 2016 at the Canfield Fairgrounds. The funds for this donation will come from the Recycling 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 2016-09-20-125

Jack Doheny Public Works Seminar

Ms. Cartwright moved to approve Mr. Robert Burkett, Assistant Road Foreman, Mr. Shawn Stack and Mr. Mike Fuchilla, Public Works Department, to attend a continuing education training seminar covering: Vector Truck and topics on; How to Properly Set a Broom Pattern, Vector Cold Weather Operations, Principles of Vacuum, Recycling Technologies for Sewer Cleaning, and Pipe Cleaning Nozzle Review, sponsored by the Jack Doheny Company in Twinsburg, Ohio, on October 13, 2016. There is no charge for the seminar and these employees will be away for approximately 6 work hours. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-126

Zoning Board of Appeals Alternate

Mr. Paloski moved to immediately appoint Cynthia Williams to the Zoning Board of Appeals as the Alternate member for a 5 year term. The Motion was seconded by Mr. Governor. Discussion: Mr. Paloski noted that Cynthia's letter of interest is on file and her current position of Canfield Township Administrative Assistant does not present a conflict. Ms. Cartwright noted that this position was advertised and she was the only one that applied for the position. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-127

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #11255 thru #11327, electronic payments 284-2016 thru 336-2016 as general & payroll obligations of the Township in the amount of \$127,424.63. The Motion

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

RESOLUTION 2016-09-20-128

Purchase Order

Ms. Cartwright moved to approve Purchase Order PO 33-2016 and PO 34 -2016 to encumber funds of the Township for a total of \$297,781.02. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor noted that most of this amount is for our Starr Centre Project. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-129

General Fund 2016 Budget Adjustment

Mr. Paloski moved to approve within fund movement of \$10,000.00 from line #1000-760-730-0000 (Improvement of Sites) to line #1000-360-190-0000 (Other Salaries). The Motion was seconded by Mr. Governor. Discussion: Mr. Paloski noted that this is being done to cover wages paid from the General Fund. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-130

Farmers National Bank Sweep Account

Ms. Cartwright moved to approve opening a Farmers National Bank Sweep Account to have any balance over \$325,000 in our primary checking account swapped into this account that will pay .20% instead of the funds remaining in the checking account earning nothing. The Motion was seconded Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-131

Closing the Zoning Fund

Mr. Cartwright moved to approve closing the Zoning Fund as recommended during the current 2014-2015 audit which was just completed. All Zoning fund balances will be moved into the General Fund. Upon the recommendation of the Fiscal Officer, the process will start with the 2017 calendar year. The Motion was seconded by Mr. Paloski. Discussion: Mr. Governor asked about starting this in 2017. Ms. Heasley noted that in the past a court order was required to move funds back to the General Fund and has calls into the auditor's office to make sure this can be done smoothly without problems. The Board agreed. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-132

Summerwind Street Lighting District Phase V

Mr. Governor moved as follows: Whereas; Notice is hereby given that, on August 23, 2016 a petition praying that the Board of Canfield Township Trustees take all lawful and proper proceedings to light artificially the streets and public ways in an unincorporated district of Bella Jean (aka – Summerwind Street Lighting District Phase V and; Whereas; On August 29, 2016, that Fiscal Officer notified the Board of Township Trustees of the date of such filing and delivered to them a copy of the petition and; Whereas; Notice is further given that the petition specified the metes and bounds of the district, but included no lands more than 660 feet frontage, nor any lands not abutting on the streets and public ways in the district and; Whereas; Notice has been further placed in The Vindicator on August 29, 2016 and notified residents of said district by mail that a hearing will be held by the Board of Canfield Township Trustees on September 20, 2016 at 7:00 pm, 21 S. Board St., Canfield, Ohio to hear any and all proof offered by any of the parties affected by such improvement and other persons competent to testify

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and; Furthermore; I move to approve the Summerwind Street Lighting District Phase 5 as requested by petition and; Furthermore; collect the installation and monthly cost of the streetlights from the owners of each lot as set forth in ORC 515.01 thru ORC 515.13. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-133

Abbey Road Street Lighting District Phase II

Mr. Governor moved as follows: Whereas; Notice is hereby given that, on August 1, 2016 a petition praying that the Board of Canfield Township Trustees take all lawful and proper proceedings to light artificially the streets and public ways in an unincorporated district of Abbey Rd S and Strawberry Fields (aka – Abbey Road Street Lighting District Phase II and; Whereas; On August 1, 2016, that Fiscal Officer notified the Board of Township Trustees of the date of such filing and delivered to them a copy of the petition and; Whereas; Notice is further given that the petition specified the metes and bounds of the district, but included no lands more than 660 feet frontage, nor any lands not abutting on the streets and public ways in the district and; Whereas; Notice has been further placed in The Vindicator on August 29,, 2016 and notified residents of said district by mail that a hearing will be held by the Board of Canfield Township Trustees on September 20, 2016 at 7:00 pm, 21 S. Board St., Canfield, Ohio to hear any and all proof offered by any of the parties affected by such improvement and other persons competent to testify and; Furthermore; I move to approve the Abbey Road Street Lighting District Phase 2 as requested by petition and; Furthermore; collect the installation and monthly cost of the streetlights from the owners of each lot as set forth in ORC 515.01 thru ORC 515.13. The Motion was seconded by Mr. Paloski. Discussion: Mr. Cartwright noted that it's also important that we mention that there was no one in attendance against or approving either street lighting district here tonight. The Fiscal Officer noted that the installation and monthly operating cost for each lighting district will go against each property owner's taxes as long as the district is operating. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-09-20-134

Tax Assessment for year 2015-2016

Mr. Governor moved to approve the following: After due consideration of the costs incurred to date and the projected future costs of furnishing and maintaining the lights and related costs of the Canfield Township Lighting Districts: NOW THEREFORE; the Canfield Board of Township Trustees does hereby resolve; that the special assessment for tax year 2015-2016 in an equal amount general against each parcel in each special lighting district, shall be in the aggregate amount determined by the Fiscal Officer and provided to the Mahoning County Auditor's Office for Special Assessment for year 2015-2016. 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 discussed advertising for a seasonal snowplow driver. Mr. Rogers noted that during the interviewing process for the part-time position, one person stood out for the possible seasonal snowplow driver position and thought that we can save money on advertising for this position and possibly offer this person the position. Ms. Cartwright doesn't believe we can do that and it needs to be properly advertised, asking that he check with the prosecutor's office before moving forward.

The candidate selected by Mr. Rogers and Mr. Burkett for the part-time Public Works position was discussed. The next step would be to make sure he is still interested. If he is, the Board will pass a proper resolution for the letter of offering to hire the individual at the next meeting.

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Trustees Comments: Mr. Paloski thanked the Mahoning County Street Department for paving several roads in the Township. The Canfield School cheer leaders were on TV and they did a great job representing our area. Mr. Paloski also thanked our Public Works Department for the catch basin work noting that the county is now using their standard as the county standard for repairing catch basins.

Next Meeting Dates: Special meeting will be held on September 27 at 8:30am to conduct a budget hearing. The next regular meetings will be held on October 11 and October 25. Special meeting will be held on November 1 at 8:30am for a workshop with the Public Works employees.

RESOLUTION 2016-09-20-135

Executive Session

Mr. Governor moved to adjourn into executive session in accordance with ORC 121.22(G) (1) at 8:17pm to discuss the employment and compensation of public employees. 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 9:00pm.

ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 9:04pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Carmen I. Heasley, Fiscal Officer