

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on February 14, 2017 at 7:00 PM.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, February 14, 2017 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.

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 December 29, 2016, and Re-Organizational meeting of January 10, 2017. Minutes were approved as presented with suggested changes incorporated.

Ms. Cartwright noted that the Fiscal Officer needs help with the minutes. Fiscal Officer noted that she needs help adding Board conversation into the almost completed minutes, adding that the special meeting may or may not have been recorded, but notes are available. The Fiscal Officer stated getting assistance with today's meeting would be helpful, since it's being recorded. Mr. Governor noted that he doesn't have any problem with the Cindy Williams, Trustees' administrative assistant, helping Carmen get caught up. Mr. Rogers noted that he would move things around to make Cindy available. Ms. Cartwright stated that she's okay with Cindy assisting Carmen with the minutes as long as she doesn't make a habit of it.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Governor thanked Mr. Rogers for his very detailed Administrator/Public Works Report. Mr. Rogers reported on a permit that will be issued tomorrow for the demolition of the home that was fire damaged on Shields Rd. and is working with the Zoning Department to notify the property owner that he won't be able to reside on the property.

Ms. Cartwright asked that Mr. Rogers share our Zoning Regulations as it relates to billboards and moving signs with the City of Canfield, since they'd like to get a copy of it. Ms. Cartwright explained that during a meeting with representatives of the City of Canfield and Board of Education it was discussed that the School would like a digital sign and there was discussion regarding the Township's regulations.

Ms. Cartwright noted that during the same meeting there was discussion regarding a rumor that the JEDD and new annexation agreement took away taxes from the school district through tax abatements. The issue was addressed and she and the City's representative made it clear there never was any discussion to abate taxes nor would any abatement be approved without the school district's involvement. Mr. Governor received a call from a Township resident who heard a rumor that the entire Township was being annexed.

Mr. Rogers reported receiving an MOU from Albers and Albers as it pertains to Mercedes Place with changes and he forwarded the document to the prosecutor's office but hasn't received a response.

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Mr. Rogers wants to meet with the engineer concerning Starr Centre Phase II regarding the preparation of the bid and contract. Ms. Cartwright noted any funds spent prior to receipt of Ohio Public Works Commission (OPWC) monies will be at the Township's risk if for some reason OPWC wouldn't be able to provide funding.

Mr. Rogers reviewed a zone change from residential to business that the Board will hear on March 14 and reviewed three permits for new housing...one that has already been pulled and two that will be coming soon. He also informed the Board that he will be in court on March 28 for a sign hearing and will be taking the zoning inspector, Traci DeCapua, so she will understand the process. 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 reported that the Township's 2016 financial reports are now closed, in the office for review, have been filed with the State of Ohio and advertised in the *Youngstown Vindicator* as required by ORC. The Fiscal Officer noted she thought everything was completed with the Ohio Checkbook process, but learned that she must take an hour of training to complete the process, which they are offered at specific times during the week however, it will be difficult at this time but she will try to complete the process.

The Fiscal Officer reviewed warrants, electronic payments and one purchase order and submitted the five year depository agreement with Farmers National Bank that goes into effect on February 22 for approval and signatures; she also provided the required motion for approval.

The Fiscal Officer explained the need for one additional light on Clearview, at the last meeting; this is part of the Aladdin Street Lighting District. During the original installation of the lights, the district was shorted two lights and one of these lights is now being requested. The Ohio Edison quote for installation and maintenance of one light was provided to the Board by email and will be added to the district if so approved tonight. A motion has been provided for approval.

The Fiscal Officer noted that the external hard drive that she was using to back up the UAN system has stopped working and she needs to purchase another. She plans to go to Best Buy or Office Max to purchase one which are on sale this week. She also reported needing a data transfer cable for the DS-50 recorder. She explained that the recorders being used by both the Zoning Department and her are over ten years old and we should consider updating our recording units. The Fiscal Officer explained that at one time the Township considered doing away with the court reporter, used by the Zoning Department, due to cost. When she first came into office, the Township did not utilize a court reporter for Zoning Board of Appeals cases. The Township started utilizing court reporters after the Township was taken to court several years ago. The Fiscal Officer suggested reviewing overall court reporter costs versus the Township purchasing a recording system that would dictate directly to a computer. Ms. Cartwright noted that if the present zoning fee structure is not sufficient to cover the total cost, maybe we need to revisit it to make sure that the cost for the Board fees, advertisement and court reporter are covered. Ms. Heasley reviewed one warrant presented tonight for payment for three cases that was over \$300.00 for the court reporter. Mr. Rogers explained that one case was 2 1/2 hours long. Ms. Heasley explained that Mr. Morrison, the previous Zoning Inspector, was concerned with putting a hardship on residents that needed a simple variance. Mr. Rogers suggested separating residential from business, which seemed to have Board consensus. Ms. Cartwright noted she feels the court reporter is necessary and if our present fees are not covering cost, we need to address the fee structure.

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The Township received a SERB insurance survey and she asked Mr. Burkett to work with the Teamster members to complete, since she is not aware of health insurance coverage for unionized employees. She requested a copy of the filed report from Mr. Burkett for our files. The report was accepted as presented.

NEW BUSINESS

RESOLUTION 2017-02-14-32

2017 Parkland Lawn Maintenance

Mr. Governor moved to approve the advertisement in the *Youngstown Vindicator's* Legal Notices and begin the bidding process for the 2017 Lawn Maintenance for the Township Parkland. The Ad will run two (2) consecutive weeks (Wednesday & Friday) beginning February, 22 & 24 and March 1 & 3. Bid packets will be available from Wednesday, February 22 through Friday, March 10 with a bid opening on Monday, March 13 at 10:35 a.m. The low bidding, qualified contractor/contractors will be announced at the Tuesday, March 14th Trustee meeting. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2017-02-14-33

2017 Nuisance Property Contractors

Mr. Governor moved to approve the advertisement in the *Youngstown Vindicator's* Legal Notices for the lawn and maintenance and/or other related contractors to serve on a pre-established bidder's list to provide lawn mowing, weed removal and other cleanup as needed for properties located in Canfield Township deemed to be a nuisance as provided by ORC 505.87 and giving authority to the Township to remedy said matters. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2017-02-14-34

Mahoning County Sheriff's Agreement

Mr. Governor moved to approve an updated agreement between the Mahoning County Sheriff's Department and Canfield Township for police services. This is a one year agreement that will begin on March 1, 2017. The cost of this agreement is \$285,000 or \$23,750 per month. The Motion was seconded by Mr. Paloski. Discussion: Mr. Governor noted that this agreement represents a 10.3% reduction from 2016 saving the Township \$32,819. We would like to thank the Sheriff's Department and Sheriff Jerry Green in particular for working with the Township during this time of budget concerns and the excellent service they provide to Canfield Township. The contract will be signed tonight and forwarded back to the prosecutor's office and the commissioner's office for signature. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2017-02-14-35

Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #11561 thru #11599, electronic payments 33-2017 thru 55-2017 as general & payroll obligations of the Township in the amount of \$86,077.07. 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 2017-02-14-36

Purchase Order

Mr. Paloski moved to approve Purchase Order PO 10-2017 to encumber funds of the Township for a total of \$235,469.84 to cover balance due for the Mahoning County Sheriff's Contract. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2017-02-14-37

Depository Agreement with Farmers National Bank

Mr. Governor moved to enter into a five year depository agreement with Farmers National Bank. The agreement has been presented by the Fiscal Officer for signatures. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2017-02-14-38

Install One Street Light on Clearview Dr.

Ms. Cartwright moved to approve the installation of one streetlight on Clearview Drive as part of the Aladdin Street Lighting District. The installation will be in accordance with Ohio Edison Company's Tariffs. The cost to the Township for Ohio Edison to install (1) 100W standard light with a 6' mast arm will be \$987.49. The approximate monthly operating cost will be \$8.43 that will be added to the district. The light was requested by two residents on Clearview Drive since they pay into the district, have minimal lighting on their street and are concerned for their children. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Mr. Governor discussed the main table in the hall reviewing ideas to protect the wood. A lengthy discussion concerning listing the minutes on the website was discussed. Ms. Cartwright noted that the next meeting with the City and Schools will be held on May 19 at 9:30am. Ms. Cartwright discussed vandalism in the Cloisters reported by a resident.

Next Meeting Dates: The next regular meeting will be held on February 28 and March 14 at 7pm. A special meeting will be held on March 14 at 5:30pm to conduct a budget workshop and on March 23 at 8:30am to 10am with the Public Works employees. The Fiscal Officer noted concerns that our Township Policies; the Township Investment Policy and the Public Record Policy still need to be completed and/or reviewed.

ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 8:27pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Trustee

Mr. Joseph N. Paloski, Vice-Chairman

Ms. Carmen I. Heasley, Fiscal Officer