

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on January 24, 2017 at 7:00 PM.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, January 24, 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 noted that although the minutes of December 29, 2016 and January 10, 2017 were presented by the Fiscal Officer, the Board had not reviewed them as of this date, therefore these minutes will be held until the next meeting.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Governor stated that he is aware that Mr. Rogers has been working on The Clean Ohio Trails Fund Grant to cover the engineering and design for the bike trail park project. He noted that he had reached out to Mr. Ken George at Star Extruded Shapes Inc, but was unable to reach him. Mr. Rogers contacted the Mahoning County Career and Technical Center's superintendent about the school providing a 40 foot easement across the back of its property to the Township. The superintendent indicated his support of the project, however its Board will need to approve the easement and he asked if the project engineer would be willing to allow the engineering and drafting students to shadow the engineer as a class project.

Mr. Rogers didn't see a problem with the request and reviewed the engineer's preliminary site plan and map with the Board. Mill Creek MetroParks will give the Township a letter of recommendation for the project; however they do not have the funds to financially participate and will approve by resolution the tie-in to the trail. Ms. Cartwright suggested that we asked if they are willing to donate consulting on the engineering portion of the project. Mr. Rogers noted that they are willing to provide the profiles that they use, so we build to their standards.

Mr. Governor asked about a possible remodeling grant for the hall and Mr. Rogers stated that the US Department of Agriculture offers a grant for remodeling. Mr. Rogers noted that he just started reviewing it and at this time does not have a lot of information to provide, but due to income levels in Canfield being higher than state levels the Township may be eligible for a 35% reimbursement. The report was accepted as presented.

Ms. Cartwright asked about the Sperone Court area. Mr. Rogers still needs to gather facts and will update the Board at the next meeting. The Public Works Report was reviewed noting several areas in the Township will need to be further discussed for budgeting purposes.

Mr. Rogers reported two zoning permits written to date. The Fiscal Officer asked if the Board prefers to have the Zoning department report numbers once a month, or continue to report every two weeks. The Board agreed that once a month would be best.

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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 and one purchase order.

The Fiscal Officer asked that the Board review the lodging tax form that the Township has been using since 2006. She had a question about the bed and breakfast tax and thought the Board might want to review the form to make sure that we are addressing everything necessary for lodging tax collection. Mr. Governor asked if we are having any problems with the present form. The Fiscal Officer noted that the only question she has was concerning late fees and how we are collecting the fees. To date, we have not collected late fees. Colonial Motel fell behind by five months noting that the new owner claimed he didn't have any knowledge of the tax. They are now current, but no late fees were collected. Ms. Cartwright noted that when you purchase a new business, the books of the business are given to you and the payments would have been documented in those books. Ms. Cartwright stated that the late fees should have been collected and that we may need to advise them that going forward they'll be collected, then make sure that we do so. Mr. Paloski noted that we should send a letter to all hotels/motel that we will be enforcing this policy from now on. Ms. Cartwright noted that it should go to all owners and their management companies. Mr. Governor asked if these management companies can direct deposit their tax right into our account. The Fiscal Officer will look into it.

The Fiscal Officer noted that we are officially signed up for Ohio Check Book and the last three years have been uploaded to the state. Ms. Cartwright asked as it pertains to zoning where the revenues are being recorded. The Fiscal Officer reviewed the revenue status report indicating all zoning transactions will be recorded under the 300 series in the General Fund.

The Fiscal Officer asked if the Board members had an opportunity to look over the MD&A that is required for the closing of 2016. The Board still had questions, so it was agreed that on February 1 at a Special Meeting the Board would use that time to review this document. The report was accepted as presented.

NEW BUSINESS

RESOLUTION 2017-01-24-28

Titan LED Lighting Solutions - Fire Station II

Mr. Governor moved to approve Titan LED Lighting Solutions to perform the installation of the retrofit lighting kits at Fire Station II on Messerly Road at a cost not exceed \$1,850.00. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor noted that the Township is working in conjunction with the Cardinal Joint Fire District. The Fire District has purchased all equipment for this project and the Township's share is for the labor of installation. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2017-01-24-29

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #11540 thru #11560, electronic payments 12-2017 thru 30-2017 as general & payroll obligations of the Township in the amount of \$26,469.69. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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RESOLUTION 2017-01-24-30

Purchase Order

Mr. Governor moved to approve Purchase Order PO 09-2017 to encumber funds of the Township for a total of \$1,850.00 to cover labor cost to install LED lighting at Fire Station II. 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 sent a list of what needs to be discussed during the budget hearing.

Next Meeting Dates: The next regular meeting will be held on February 14 and February 28 at 7pm. A special meeting will be held on February 1 at 2pm to conduct a budget workshop.

Mr. Governor noted one cemetery deed has been presented for signatures. Mrs. Kathryn Stanley wishes to transfer ownership of Lot # 123 to her daughters Shelley K Murray and Audrey E. Ohl.

RESOLUTION 2017-01-24-31

Executive Session

Mr. Governor moved to adjourn into executive session at 7:48pm in accordance with ORC 121.22(G) 1 – Employment of a Public Employee; (G) 3 - Pending Court Action; (G) 6 Security Arrangements for 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 8:41pm.

ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 8:42pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Trustee

Mr. Joseph N. Paloski, Vice-Chairman

Ms. Carmen I. Heasley, Fiscal Officer

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