

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

67

Meeting held on May 30, 2017 at 7:00 PM.

Canfield Township Trustees met in special-regular session in the Canfield Township Hall on Tuesday, May 30, 2017 at 7:00pm. Chairman Governor opened the meeting with the Pledge of Allegiance. Attendance sheet is available upon request. This special meeting was advertised as required by the Ohio Sunshine Law and ran in the *Youngstown Vindicator* on May 18, 2017 as follows:

***Canfield Township Board of Trustees will meet in regular session on Tuesday, May 30, 2017 at 7:00pm; at 21 S. Broad Street, Canfield (Township Hall) in place of the originally scheduled meeting of May 23. The Public is welcome to attend.***

*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 William Jobe of Montereale Drive; Mrs. Kathleen Bryan, District Administrator and Mr. Blaine Winger, District Technician both from Mahoning County Soil and Water Conservation District; Mr. Don Cutrer, owner GreenLeaf Land Development and Mr. Rogers. Mr. Jobe presented concerns involving storm water drainage affecting his property in Villa Rosa. Pictures, drawings and maps were reviewed by all parties. Mr. Rogers will contact the Mahoning County Engineers Office to conduct spot elevations of several areas of concern and report back to the Board.

### 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 minutes will be tabled since they are still being reviewed.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Ms. Cartwright stated, she was at the park a couple of weeks ago and found that there was no trimming being done. This evening, though it has been cut, it appears to be cut as a field and not as a lawn would be cut and listed several areas that are not being trimmed. Mr. Rogers noted that after his first conversation with Ms. Cartwright, he sent an email to the contractor. Ms. Cartwright noted that the contractor must understand our expectation and when they are not being met, we need some sort of recourse. Mr. Rogers noted that it is all spelled out in the contract and has no problem holding payment. Ms. Cartwright mentioned the handicap swing still isn't fixed and Mr. Rogers noted that the part has been ordered, but the original company is out of business. Mr. Governor asked about the spraying at the park. Mr. Rogers noted that it should have started. The Fiscal Officer noted that a separate purchase order will be needed for the tick spraying since the original purchase order is specific to another purpose. Mr. Rogers will get information to her.

Mr. Rogers reviewed the nuisance property process. Mr. Governor felt that the process was taking too long. The Fiscal Officer noted that the Zoning Department has a file describing in detail the full process. The Board is interested in finding a way of speeding up the process; suggesting giving the administrator the authority to proceed between meetings. The Fiscal Officer suggested running this by the prosecutor's office.

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68

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Mr. Rogers updated the Board on Starr Centre Phase I and Phase II. The administrative, public works and zoning reports were accepted as presented.

**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 certificates and purchase orders.

The Fiscal Officer noted, that two years ago she ordered 5,000 checks for our primary account. When they arrived, they were in the wrong order for the printer. The company reversed the order and for a good while, everything was okay. A couple of months ago, she noticed during reconciling, that some checks were out of order. It has again happened during this payment run. She is not sure if the check order maybe wrong or if it involves UAN. She explained that she puts the invoices in alphabetical order and has found after printing, the checks printed out of order...even alphabetically. She plans to keep a closer eye on the check order and while printing from UAN.

The Fiscal Officer noted that the new certificate of all available has been received. The report was accepted as presented.

### NEW BUSINESS

#### RESOLUTION 2017-5-30-86

##### **Starr Centre Drive - Traffic Study**

Mr. Governor moved to approve AES Surveying and Land Planning, Inc. to perform a traffic study in order to establish a speed limit for Starr Centre Drive. AES Surveying and Land Planning, Inc. will provide this service on an hourly basis with the amount not to exceed \$1,320.00. The Motion was seconded by Mr. Paloski. Discussion: The Fiscal Officer noted that she cannot recommend using the Road Fund since the budget is tight; suggesting the Permissive Fund for this expenditure, because some projects came in under budget. The Board reviewed the budget and agreed to use the Permissive Fund. The Chairman signed the agreement to move forward. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2017-5-30-87

##### **2017 Northeast Ohio Planning & Zoning Workshop**

Mr. Paloski moved to approve Keith Rogers Township Administrator / Superintendent and Traci DeCapua Zoning Inspector to attend the 2017 Northeast Ohio Planning & Zoning Workshop in Warren, Ohio at the Avalon Inn and Conference Center on June 9th. The all-day event is \$60.00 per person. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright suggested including the time they will be away. The Motion was amended to include June 9, 2017 from 8am to 3:30pm. Mr. Governor noted Traci DeCapua hours will be adjusted accordingly. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2017-5-30-88

##### **Part-Time Public Works Maintenance Worker**

Ms. Cartwright moved to offer the position of Part-Time Public Works Maintenance Worker to Richard Luklan, Sr., in accordance with the terms and pay scale of the agreement between Canfield Township and the International Brotherhood of Teamsters Local 377 dated May 01, 2016. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright asked about his start date. Mr. Rogers stated that he was not aware of any start date, but he is in the position to start immediately. The offering letter

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69

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was discussed, but at this time it was determined that his background check was not ordered. Ms. Cartwright amended the Motion to include "Employment is incumbent upon passing all background checks." Mr. Governor seconded the amended Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2017-05-30-89

#### Setting Speed Limits

Ms. Cartwright moved to approve setting a 25 mile per hour speed limit on Old Tippecanoe Court within Canfield Township under the authority of the Ohio Revised Code Section 4511.21 (K) (2). The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright confirmed that the signs will become part of the Local Technical Assistance Program grant. The Fiscal Officer expressed concern that it is a county road. Mr. Rogers noted that Old Tippecanoe Court is a county road, but a letter is coming turning the road over to Canfield Township and Boardman Township. Ms. Cartwright asked Mr. Rogers to contact the prosecutor's office to see if we must take possession of that road...concerned with future culvert problems under the plaza. Mr. Rogers noted that the culvert is considered a bridge because it is over ten foot wide, noting that the county has to continue maintaining the bridge...accepting the road...we do not have an option. Mr. Rogers noted an agreement is coming between Canfield and Boardman on maintaining the road such as Boardman will give the township salt during the winter. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2017-05-30-90

#### Super Blanket Certificates and Purchase Orders

Mr. Paloski moved to approve Super Blanket Certificate BC34-2017 & BC35-2017; PO24-2017 & PO25-2017 to encumber funds of the Township for a total of \$140,602.00. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2017-05-30-91

#### Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #11781 thru #11817 electronic payments 183-2017 thru 215-2017 as general & payroll obligations of the Township in the amount of \$70,131.68. 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:** Ms. Cartwright noted that Mr. Rogers was to get a radio from the fire district so when there is an emergency in the Township they can have communication. However, there are no radios available and the Chief recommended that the Township have a standard unit and will contact Mr. Rogers to discuss it. Fire Station III will open on the last week of June and there will be a public opening and presentation of the building sometime mid-July. The building will be totally paid for when it opens. Ms. Cartwright noted that with the opening of the third station, the numbers have been change. The station on Herbert Road will be Station II while the station on Messerly Road will become Station III.

The ambulance committee has met with the fire board and we are currently putting a demo ambulance on hold. We are looking to purchase sometime later this summer, noting again the problems we are having with private ambulance service.

The Fiscal Officer explained that the Township had two claims this past week. A stone hit our plow truck windshield and the second was wind damage to Fire Station II, which have been repaired and paid

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70

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through the Township but will be covered by our insurance company. Mr. Rogers will be filing the claims.

Mr. Governor put together a summary list of projects to keep them front and center during budget discussions to start projecting when they can be put into the budget.

Mr. Paloski was on site with Mr. Burkett at Pebble Beach Drive pointing out a dip in the road that may catch the plow, noting that the construction company would still be bonded. Mr. Rogers will take a drive out to see if it warrants calling the contractor.

Ms. Cartwright will contact the Mahoning County Engineer concerning the pavement in front of 5154 Leffingwell Road, which is need of repair.

**Next Meeting Dates:** The next regular meetings will be held on June 13 and July 18 at 7pm (summer meetings).

## **ADJOURNMENT**

With no further business before the Board, Chairman Governor adjourned the meeting at 8:10pm.

The Board reconvened back into open session at 8:23pm to sign Jacquelyn Haefke's two cemetery deeds. The meeting was adjourned at 8:24pm.

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Mr. Brian W. Governor, Chairman

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Ms. Marie Izzo Cartwright, Trustee

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Mr. Joseph N. Paloski, Vice-Chairman

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Ms. Carmen I. Heasley, Fiscal Officer