

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on November 14, 2017 at 7:00 PM

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, November 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 tabled minutes until the next meeting.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Mr. Rogers provided an update on the Mercedes Place Turnpike project, suggesting spring start on the project.

Mr. Rogers reported that funding for the Starr Centre Phase II Project has been awarded through Ohio Public Works Commission (OPWC) for 2018. Mr. Rogers has contacted the engineer to start the drawings so the project can be put out for bid before July, but we must wait to award the job until we receive notice to proceed and that should be early July 2018. Ms. Cartwright suggested that each contract should have, deadlines and penalties for completing jobs on time with stated fines. The contracts should be reviewed by the prosecutor's office to ensure fines are enforceable.

Mr. Rogers provided the Board with an example of a comprehensive land use plan from CT Consultants, reviewed possible grants that maybe available for the bike trail and an update the bathrooms and how there may be a possible savings. Mr. Rogers discussed his research on purchasing a new laptop, since his present laptop is having problems. Mr. Governor moved to accept the administrator/ road superintendent, public works and zoning reports 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 and electronic payments; discussed the current budget and how it ties into the motion provided for Board's approval. She suggested a within fund movement of funds to cover cost of the new laptop. She advised the Board that she was unable to create the two super-blanket certificates because the budget has not been entered into the UAN system and won't until the new budget and fund adjustment has been approved. The Fiscal Officer noted that the balances of the Road Fund should be reviewed closely since she expects to write a check for \$37,910 to pay for the new truck bed.

UAN has reduced the cost of the UAN system by \$50.00 per month. It's time again to review liquor licenses in the Township and if the Board feels that a special hearing is needed between now and February, the Fiscal Officer is requesting notification so she can request a county hearing.

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Mr. Paloski noted that he sent a request to the City of Canfield as it pertains to the School Resource Officer (SRO) contract asking that they review refunds from BWC. Mr. Paloski noted that after the first of the year, he plans to negotiate with the school board with hopes that they will participate in the cost of the SRO. Some ideas were discussed as it pertains to the school's involvement. A lengthy discussion ensued as to the Township having a contract with the City of Canfield and if payment can be made by the next meeting. The report was accepted as presented.

### NEW BUSINESS

#### RESOLUTION 2017-11-14-154

##### City Concrete, LLC

Mr. Governor moved to accept the donation from John Annechini of City Concrete, LLC for the concrete needed for the new backup generator pad at Fire Station III at an approximate value of \$300. The Motion was seconded by Mr. Paloski. Discussion: The Fiscal Officer asked if this work has been completed. Mr. Rogers noted that the work has been done. Mr. Governor asked for an update on the generator. Mr. Rogers explained the problems with the gas line, which should be corrected soon. Ms. Cartwright asked why we didn't use a pre-molded pad. Mr. Rogers explained that most likely the weight and vibrations of the generator is the reason, but he followed the requirements of the Mahoning County Building Department and the engineer's design. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2017-11-14-155

##### Township Hall Remodeling -Flooring

Mr. Governor moved to accept Carpet Tech as the best low qualified bid to remove and install new flooring in the restrooms and hallway at a cost not to exceed \$2,025.00. The funding for this work will come from the General Fund Repair and Maintenance line. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2017-11-14-156

##### Township Hall Remodeling-Painting

Ms. Cartwright moved to approve Jackson Painting from Poland, Ohio, to paint the restrooms and hallway in the Township office at a cost not to exceed \$1,325.00. The funding for this work will come from the General Fund - Repair and Maintenance line. The Motion was seconded by Mr. Governor. Discussion: The Fiscal Officer advised Mr. Rogers that there is an exciting purchase order ready for this project, but he will need the W9 on each vendor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

#### RESOLUTION 2017-11-14-157

##### Township Hall Remodeling-Carpentry

Mr. Paloski moved to approve Jon Ulicney Builders LLC from Canfield, Ohio to perform the required carpentry and drywall repairs for the proposed renovation of the restrooms in the Township Hall at a cost not to exceed \$450.00. The funding for this work will come from the General Fund - Repair and Maintenance line item. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Mrs. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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### RESOLUTION 2017-11-14-158

#### Township Administrator's Computer

Mr. Governor moved to approve the purchase of a HP ProBook 470 G5 Notebook; (2) 21" monitors; a USB Type C Docking Station and a 3-year Accidental Damage Protection plan from Hewlett-Packard at a cost not to exceed \$1,376.00. The funding for this work will come from the General Fund - Small Tools and Minor Equipment line. The Motion was seconded by Mr. Paloski. Discussion: The Fiscal Officer requested that Mr. Rogers use the Township's Visa card and to make sure that the Township is not taxed. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2017-11-14-159

#### Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #12117 thru #12151 and electronic payments 417-2017 thru 443-2017 as general & payroll obligations of the Township in the amount of \$98,633.42. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2017-11-14-160

#### 2017 Adjusted Budget

Ms. Cartwright moved to approve adjustments to the 2017 budget; anticipated total revenue of \$6,339,717.79 and anticipated total appropriations of \$1,742,425.56. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2017-11-14-161

#### Within Fund Supplemental Adjustment

Mr. Paloski moved to approve the within General Fund line adjustment by moving \$638.10 from line #1000-110-382-0000 (Liability Insurance) to line #1000-410-430-0000 (Minor Equipment). The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2017-11-14-162

#### Super Blanket Certificates

Mr. Governor moved to approve BC 41-2017 & BC 42-2017. BC 41-2017 will cover other expenses within the Road Fund in the total amount of \$1,000.00 and BC 42-2017 will be payable to Farmers National Bank (Visa) to cover the purchase of a HP ProBook 470 G5 Notebook; (2) 21" monitors; a USB Type C Docking Station and a 3-year Accidental Damage Protection plan and installation of its programs in the total amount of \$1,638.10 for a grand total of both blanket certificates of \$2,638.10. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

**Next Meeting Dates:** The next regular meetings of the Board will be held on November 28 and December 12 at 7pm. As it pertains to the last meeting of the year, Ms. Cartwright noted that it is left to the Fiscal Officer, therefore, the final meeting of the year has been moved from December 26 to December 29 at 8:30am on the advice of the Fiscal Officer. The Fiscal Officer noted as a reminder, that the final payroll of the year will fall the day before the last meeting and she will advise when it is in the office for signatures. On or before December 29, she will need the 2018 budget in place for the start the new year. Ms. Cartwright noted that the final annexation agreement must be to the commissioners before November 24, thereby a special meeting may be required before that date. Ms. Cartwright will advise this week.

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The special meeting with residents that are affected by the annexation will take place tomorrow at 6pm in the Township Hall was discussed at length.

### **RESOLUTION 2017-11-14-163**

#### **Executive Session**

In accordance with ORC § 121.22 Mr. Governor moved to adjourn into executive session at 8:03pm specifically for G1- to consider the employment or compensation of a public employee or employees. 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 re-entered public session from executive session at 9:02pm.

### **RESOLUTION 2017-11-14-164**

#### **Part-time Public Works Employee**

Ms. Cartwright moved to offer the position of regular part-time public works employee to Mike Fuchilla in accordance with the terms and pay scale of the agreement between Canfield Township and the International Brotherhood of Teamsters Local 377 dated May 1, 2016. The start date will be immediately based on scheduling; however, his employment is incumbent on his passing the required drug test. Note that Mr. Fuchilla was employed by the Township until he resigned effective October 12, 2017 to accept another position, but has requested to be rehired by the Township at this time. He will also return as a Seasonal Plow Driver at his previous plow rate and his compensation will continue as per the Seasonal Plow rate schedule. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Two deeds were signed in open session for Monty & Susan Woolley.

### **ADJOURNMENT**

With no further business before the Board, Chairman Governor adjourned the meeting at 9:05pm.

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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