

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES



Meeting held on January 09, 2018 at 7:00 P.M.

Canfield Township Trustees conducted their Reorganizational Meeting on Tuesday, January 09, 2018, at 7:00 P.M. in the Township Hall. Acting Chairman, Mr. Governor opened the meeting with the Pledge of Allegiance. Attendance sheet is available upon request.

*Inasmuch 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 of the Fiscal Officer.*

### Attendance Roll Call

Acting Chairman Governor requested that Carmen I. Heasley, Fiscal Officer, call the attendance roll:

Mr. Paloski	present
Ms. Cartwright	present
Mr. Governor	present

Acting Chairman Governor turned the meeting over to Fiscal Officer Heasley to preside over the election for the 2018 Chairman. Ms. Heasley entertained a motion for the 2018 Chairman of Board of Canfield Township Trustees.

### RESOLUTION 2018-01-09-01

#### Election of Chairman for 2018

Mr. Paloski moved to appoint Mr. Governor as Chairman of the Board of Trustees for the year 2018. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Fiscal Officer declared Mr. Governor, Chairman of the Board of Canfield Township Trustees for 2018 and turned the meeting over to Chairman Governor.

### RESOLUTION 2018-01-09-02

#### Election of Vice Chairman for 2018

Mr. Governor moved to appoint Mr. Paloski as Vice Chairman of the Board of Trustees for the year 2018. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-03

#### Sunshine Law

Ms. Cartwright moved as follows: That the Board of Trustees shall conduct its meetings in full compliance with the Ohio Sunshine Law and accordingly establishes the following rules for the scheduling and notice of all meetings:

**Regular Meetings:** Regular Meetings of the Board of Trustees shall be held on the 2nd and 4th Tuesday of each month at 7 pm at the Township Hall located at 21 S. Broad St, Canfield, Ohio. Notice of said meeting will be posted on the Township website and sign in front of the Township Hall, which is provided for that purpose. Notice shall be given to *The Youngstown Vindicator*.



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**Special/Emergency Meeting:** Notice of special meetings for the Board of Trustees shall be given by posting advance written notice of the meeting by posting on the Township website and sign in front of the Township Hall, which is provided for that purpose. Additionally, notice of all special meetings will be given to *The Youngstown Vindicator* and any other media that requests the same. Notice of a special meeting shall be given at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as possible.

**Content of Notice:** Notice of Special Meetings of the Board of Trustees shall contain the following information: 1) Date 2) Time 3) Place and 4) Purpose of the meeting.

**Written Notice on Request:** The Township will provide advance written notice of special meetings to anyone who provides their request verbally or in written form to the Fiscal Officer or designee and provides an E-mail address, self-addressed pre-paid envelopes or postcards.

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

### RESOLUTION 2018-01-09-04

#### Legal Counsel

Mr. Paloski moved to approve Mahoning County Prosecutors according to ORC 309.09A as the Township's first legal counsel and hire outside legal counsel as needed in accordance with the Counsel's expertise. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-05

#### Parking Ban

Mr. Governor moved to continue the use of the emergency parking ban as established in 2009 as provide by ORC 505.17. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-06

#### Requesting Advances from the County Auditor

Ms. Cartwright moved to approval the Fiscal Officer to request advances from the Mahoning County Auditor for 2017 real estate property collections as funds become available during the year. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-07

#### Appointment of Union Liaison

Mr. Paloski moved to appoint Mr. Governor as the Union Liaison. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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### RESOLUTION 2018-01-09-08

#### Trustee Appointment to Cardinal Joint Fire District Board

Mr. Governor moved to appoint Ms. Cartwright as the representative to the Cardinal Joint Fire District Board. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-09

#### Bureau of Workers' Compensation

Ms. Cartwright moved to appoint Mr. Paloski as representative for the Bureau of Workers' Compensation (BWC) business including overseeing BWC requirements, attending conferences, setting personnel safety meetings, promoting employer/employee safety practices thus allowing the Township to qualify for available premium discounts. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-10

#### Trustee Representative to District Board of Health Advisory Council

Mr. Paloski moved to appoint Mr. Governor as representative, and Mr. Paloski as alternate, to the Mahoning County District Board of Health Advisory Council. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-11

#### Setting Mileage Reimbursement Rate

Mr. Governor moved to set the mileage reimbursement rate at \$0.545 cents per mile, the standard mileage rate for reimbursement of business mileage set by the Federal Government effective January 1, 2018. Mr. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-12

#### Reimbursement for Meals and Lodging

Ms. Cartwright moved to reimburse for meals and incidentals when directly related to meetings, seminars, conferences or training sessions but not to exceed a daily per diem rate of \$54.00-\$59.00, within Ohio according to the General Services Administration (GSA) except if the amount charged for meals during a conference are higher. The acceptable reimbursement rate will be as established by the GSA. Receipts must accompany all meal reimbursement requests. This is applicable for programs whether or not an overnight stay is involved. Lodging for the same will be reimbursed in accordance with state per diem rates or sanctioned conference or seminar room block rates. Overnight accommodations will be reimbursed for travel over 100-mile radius or in any case deemed an emergency situation or when hazardous travel conditions exist. Meetings, seminars, conferences or training sessions must be approved in advance, except those excluded by any Code. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.



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### RESOLUTION 2018-01-09-13

#### Spending Limits

Mr. Paloski moved to allow the following individual spending limits as follows: Each Trustee and Fiscal Officer at \$2500 each The Township Administrator at \$2500, the Assistant Road Superintendent at \$1000 and Public Works Maintenance Worker Shawn Stack at \$500. Mr. Governor seconded the Motion.

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

### RESOLUTION 2018-01-09-14

#### Designating the Official Newspaper

Ms. Cartwright moved to name *The Youngstown Vindicator* as the official newspaper for Canfield Township notices. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-15

#### Compensation for Zoning Commission

Ms. Cartwright moved to compensate members of the Zoning Commission at \$30.00 for each meeting or workshop attended. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-16

#### Compensation for Zoning Board of Appeals

Mr. Paloski moved to compensate each voting member of the Zoning Board of Appeals at a rate of \$30.00 for each completed case heard. All members including alternates will be compensated \$30.00 for any workshop attended. Mr. Governor seconded the Motion. Discussion: If the Appeals Board hears three cases in one evening, but only votes on two and continues one then Board members who voted on a case will receive \$30 for each of the cases they voted on, however they won't be compensated for the case that is continued. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2018-01-09-17

#### Insurance Benefits

Ms. Cartwright moved to approve insurance benefits as follows:

**Whereas;** the Canfield Township Board of Trustees, hereafter called Board, pursuant to ORC 505.60, the Board by Resolution is empowered to procure or contract for group health insurance, vision care, dental, life, AD&D and cancer insurance for elected officials, and full-time Township's employees; and

**Whereas,** the Board, pursuant to ORC 505.60, is empowered to reimburse the same for their out-of-pocket group insurance premiums charged by insurance companies or employers other than the Township. Written proof of coverage and cost must be provided to the Fiscal Officer prior to payment. The amount the Township will reimburse any of its Elected Officials or Township employees is the actual out-of-pocket premium costs, which shall not exceed the amount of the average monthly premiums per employee under the group health and life insurance provided directly by the Township; and

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**Whereas**, the Board, pursuant to ORC 505.60; during open enrollment, will offer the same coverage to all eligible Elected Officials and employees not presently receiving coverage. Should there be loss of coverage from insurance company or employer other than the Township outside of open enrollment, the Township shall attempt to obtain coverage from present providers.

Be it Resolved; that the Board, agrees to provide group health insurance, prescription drug program, vision care, dental, life, AD&D and cancer insurance for Elected Officials and all full-time Township employees and/or group health insurance and life insurance premium reimbursement plan. When an individual is on Medicare, then their opt-out payment in lieu of coverage cannot exceed \$100.00 per month or whatever is allowable by law. Mr. Governor seconded the Motion. Discussion: Ms. Cartwright noted that insurance coverage for the newly re-elected Trustees was approved prior to commencement of term elected. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### **RESOLUTION 2018-01-09-18**

#### **Maximum Compensation for Elected Officials**

Mr. Governor moved that per ORC 505.24(D) elected Officials of Canfield Township, Mahoning County are entitled to the Maximum Compensation via annual salary paid in equal monthly payments. This is in response to an Attorney General's Opinion. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### **RESOLUTION 2018-01-09-19**

#### **Record Commission**

Ms. Cartwright moved for Canfield Township to establish a Records Commission in accordance with ORC 149.35 to ORC 149.42. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

### **ADJOURNMENT**

With no further business before the Board, the Chairman called for adjournment at 7:27p.m.

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Mr. Brian W. Governor, Chairman

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Mr. Joseph N. Paloski, Vice-Chairman

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Ms. Marie Izzo Cartwright, Trustee

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Ms. Carmen I. Heasley, Fiscal Officer



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