

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on September 11, 2018 at 7:00 PM.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, September 11, 2018 at 7:00pm. Chairman Governor opened 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 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

Patricia Tremayne of Leffingwell Rd inquired about the possibility of a sound wall and procedures for one off State Route 11. Mr. Rogers noted that ODOT is so far behind they have stopped taking applications, but explained the process so she can look it up on ODOT's website.

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

Chairman Governor explained a zoning change request to come before the Board tonight and then turned the meeting over to Traci DeCapua, Zoning Inspector. She explained that Mr. Adrian Amedia requested three parcels first 150 feet changed from R1 (residential) to A (Agricultural). The Mahoning County Planning Commission approved this request on August 9, 2018 and by the Canfield Township Zoning Commission on August 10, 2018. Ms. Cartwright asked and Mrs. DeCapua confirmed an estimated total of forty acres noting that lots two and three will be re-plated into one known as lot number two. Ms. Cartwright expressed concerns with the condition of the property.

RESOLUTION 2018-9-11-119

Zone Change Request

Mr. Governor moved to approve under the authority of ORC 519.12 the request of Mr. Adrian Amedia to rezone the first 150 feet of three parcels (26-034-0-008.00-0, 26-034-0-004.00-0, and 26-034-0-002.00-0) of land from a Residential (R-1) zoning district to an Agricultural (A) zoning district. This request was approved by the Mahoning County Planning Commission on August 9, 2018 and was approved by the Canfield Township Zoning Commission on August 10, 2018. The Zoning Commission now asks the Canfield Township Trustees for consideration and action, to approve or to deny, this request. Mr. Paloski seconded the Motion. Discussion: Ms. Cartwright noted concerns with the condition of property and lack of activity, but will follow the recommendation of the Canfield Township Zoning Commission. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

MINUTES: Chairman Governor requested corrections or additions to the regular minutes of August 14 and the special meeting minutes of August 1, August 6, and August 20, 2018. The minutes with suggested changes incorporated were accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: The Board was updated on the Starr Centre Phase II delay, but told the project is now proceeding.

Mr. Rogers explained that he has been unsuccessful in contacting the salesperson from the Jack Doheny Company in Twinsburg, Ohio, regarding the storm sewer push camera, however he and several of the

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Public Works employees will be attending a continuing education class on September 13 and perhaps the camera can be demonstrated then.

Additionally, he reported problems with the Mercedes Embankment Stabilization Program paperwork and an ODOT representative is scheduled to meet with him on Friday.

Mr. Governor noted that he wants to get started gathering information for the new truck to be ready to go early January. Ms. Cartwright asked if we are looking at a pickup truck or a one ton. Mr. Rogers explained that with two crews working, the Township is better off with a one ton. Mr. Rogers suggested waiting until the first of the year when state purchase pricing becomes available.

The Indian Run open space area was discussed and Mr. Rogers noted that he is waiting on the county to set pins. It appears that there are residents using Township property along Indian Run, so after the property lines are confirmed any resident doing so will be notified by letter and advised of the violation; however the Board wants the prosecutor's office to review any correspondence before it's sent.

Ms. Cartwright reviewed zoning report numbers that do not match. Mr. Rogers will look into the discrepancy. 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, electronic payments and purchase orders. Purchase order 33-2018 was voided because the amount was incorrect. She reviewed necessary transfer of funds from the General Fund to the Public Works Issue I Fund. Ms. Heasley noted that when payment was requested by RJH Consultants, she was unable to locate the necessary resolution. She has provided the motion for bookkeeping purposes.

Ms. Cartwright reviewed the recycling revenues (\$3,000 - Messerly Road bins, \$500 each - Appliance and Electronic Drives for a total of \$4,000). Mr. Rogers answered that that is correct. Ms. Cartwright noted that the budget needs to be corrected.

Ms. Heasley explained that the Township had a road omitted in error from the original road paving bid process, however it was not noticed until after the total grindings did not agree with reports. She provided the motion for the change order that must be passed before the purchase order can be approved.

Ms. Heasley reported receipt of a petition for the Summer Wind Phase 7 Street Lighting District for DiCioccio Construction, Inc. within the Summer Wind Development with the total cost covered by the developer and or future parcel owners. The district will cover lots #27, 48, 49, 84-88, 109-113 - streets Bella Jean and My Way. The developer presently owns all lots included in the district. The lights will not be installed for some time, so Ohio Edison will notify the Township when the lights are installed.

Ms. Heasley reported that the audit has been completed. Some recommendations have been made, otherwise it was a good audit. Ms. Cartwright noted signing one section, but number thirty - *The officials responsible for the compliance or control matters reported in the compliance and controls reports Government Auditing Standards require declined to respond to those findings*; that she will not sign because she was not given the opportunity to respond. She also pointed out that the Fiscal Officers' name is wrong where it mentioned she was not paid enough in 2017. Ms. Heasley explained that she believes she was paid properly in 2017 since Fiscal Officers do not take office until April 1 following the year they are

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elected, therefore the increase in her salary didn't take effect until then. The Board requested a phone conference with the auditor to address these concerns. The Fiscal Officer will make the arrangements.

The Fiscal Officer presented one liquor license (Naffah), but the Board does not wish a hearing, so the Fiscal Officer will notify the county and state.

Ms. Heasley reported an incident that occurred on Pheasant Run where one of our trucks hit a street light post that is part of the Pheasant Run Street Lighting District. She learned of the incident when Ohio Edison billed the Township \$2,300 for the cost of repairing the post. She spoke with Ohio Edison and got an extension on the due date and spoke with Mr. Rogers to have the incident reported to our insurance. It appears that our insurance will cover the full cost. Ms. Cartwright asked Mr. Rogers if this happened with one of our vehicles. Mr. Rogers reported that it was the backhoe. The Fiscal Officer noted that the incident occurred in July and she learned about it this past week. The importance of reporting incidents as soon as possible to the full Board and the Township insurance was emphasized.

Mr. Governor asked about the certificate of savings that came due and the one that will come due early October. The Fiscal Officer noted that the one due August 27 was returned back to the primary checking account as agreed upon. The one due early October, she would prefer waiting until after several projects are finalized, but will know more by the next meeting. She also has Farmers Investment calling on the morning of our next meeting. As soon as any investment matures, the funds will be transferred to the Township's primary checking account immediately.

The Board signed four cemetery deeds for lots 591 thru 594 purchased by Janet R & John S Pumphrey Jr. Mr. Governor noted changes to the SRO Agreement with the City separating the school agreement part from the agreement between the City of Canfield and the Township, so a new agreement needs signed, and the Board did so. The land use agreement between CT Consultants and the Township will be sent to the prosecutor's office for review. Mr. Governor moved to accept the financial report as presented.

OLD BUSINESS

RESOLUTION 2018-9-11-120

Township Hall Smoke Detectors

Mr. Governor moved to approve SOS Security Systems Inc., of 490 W. Main St., Canfield, Ohio to supply and install the proposed smoke detector system for the Township Hall at a cost of \$675.00 with a monitoring fee of \$39.00 per month that will be billed quarterly. Mr. Paloski seconded the Motion. Discussion: Mr. Governor noted that this came before the Board at the last meeting but we needed more research on the monitoring fee and since learned that is the going rate. The Fiscal Officer noted that the monitoring fees will be paid from the General Fund and will need to be budgeted according. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-121

RJH Consulting Service, LLC

Ms. Cartwright moved that it was the intent of the Board to approve the hiring of RJH Consulting Service, LLC to perform the Engineering and Construction Inspection Services for the Starr Centre Road and Storm Rehabilitation Phase II Project at a cost not to exceed \$15,500.00. The preliminary engineering started March 28, 2018 with the final construction plans due by the advertisement date for the project of July 12, 2018. When the engineer called for payment the resolution to make payment could not be located. Mr. Governor seconded the Motion. Discussion: Mr. Governor noted that as a Board we totally approved the project but did not separate the engineer. That is what we are doing now. Ms. Cartwright noted that this

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is the second phase of Starr Centre and funded in large part by Ohio Public Works Commission grant and this resolution is necessary for bookkeeping proposes. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-122

2018 Paving Program Change Order

Mr. Paloski moved to approve the increase of \$16,839.25 in order to add Aladdin St. to the paving program. Due to a misunderstanding between Boardman Township and Canfield Township, Canfield Township was unaware that Aladdin St was omitted from the original bid process. It was the intent of the Board to include Aladdin St to the paving program. The Public Works Department had concerns when the milling volume was higher than anticipated. Mr. Governor seconded the Motion. Discussion: Ms. Cartwright felt that the last line was not needed in the Motion. Mr. Paloski so moved to amend and remove the last sentence and Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2018-9-11-123

Vacant Land Purchase

Ms. Cartwright moved to purchase Vacant Land Parcel Numbers 26-017-0-037.00-0 and 26-017-0-038.00-0 situated in Canfield Township, Mahoning County known as Lot Number 24 in Pheasant Run Plat No. 1 and Lot Number 25 in a Re-Plat of Lot Nos. 14 and 25 Plat No. 1, respectively, from Mahoning County Land Reutilization Corporation, for safety and other public purposes, for a total of \$892.00, which will come from the General Fund. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-124

Canfield Wrestling Team

Mr. Paloski moved to approve a \$500.00 donation to the Canfield Wrestling Team, in exchange for their help during the Electronics Recycling event, which will be held Saturday, September 22, 2018 at the Canfield Fairgrounds. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-125

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #12718 thru #12772 electronic payments 353-2018 thru 390-2018 as general & payroll obligations of the Township for a total amount of \$200,005.51. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-126

Purchase Orders

Ms. Cartwright moved to approve purchase orders PO 32-2018, PO 34-2018, PO 35-2018 for a total of \$30,531.39. Purchase order PO 33-2018 was voided. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-127

Transfer of Funds

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Ms. Cartwright moved to approve the transfer of \$15,500 from the General Fund – Transfer out line #1000-910-910-0000 to the Public Works Issue 1 – Transfer in line #4401-931-0000 to cover the engineering for Starr Centre Phase II. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-128

Summer Wind Development Street Light Phase 7

Mr. Paloski moved to approve Summer Wind Phase 7 Street Lighting District for DiCioccio Construction, Inc. Summer Wind Development with the total cost covered by the developer. The district will cover Lots #27, 48, 49, 84-88, 109-113 – streets Bella Jean and My Way. The developer presently owns all lots included in the district. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-129

Declare Equipment

Mr. Governor moved to approve the following as declared equipment for disposal.

1	HP Laser Jet Printer 1200 series	#CNBK34853
2	NEC Monitor Multisync A500	#JC-1581VMW
3	Gateway Monitor (Black)	#MU17046E0069467
4	Pitney Bowes (Scale)	#1385
5	Brother Laser Fax 4100	#U60298C4J337358
6	Lexmark Printer (in box)	#E240N
7	Black Dell LCD Monitor (Slim)	#CN-OHX1KW-74261-2C3-OGPU
8	truVision HD VCR (in box)	
9	Lexmark Printer 2391 plus (in box)	
10	2wire Modem Portal 1800HW	SN#443118034289
11	USB Gigaware USB keyboard	SKU-26-460
12	Victor adding machine (in box)	Model # 1260-3
13	3 computer mice	

Ms. Cartwright seconded the Motion. Discussion: Mr. Governor noted that these items would be taken to the Township's Electronics Recycling Event, Saturday, September 22. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2018-9-11-130

2018 Permanent Budget Adjustment

Mr. Governor moved to approve the 2018 permanent budget; anticipated total revenue of \$2,118,059.15 with year-end balances of \$4,405,375.87 for a total of \$6,523,435.02. Total anticipated appropriations of \$2,308,275.84. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Mr. Governor provided an update on document retention. Zoning records have been separated into records to keep, records to declare for disposal and records earmarked for historical purposes. Old equipment and furniture to declare was discussed.

Ms. Cartwright noted that the Fire Chief will do a fire district update and she will do the update for the Township at Good Morning Canfield October 5, 7:30am at MCCTC. Mr. Governor noted that on September 17 at 10am ceremonial turning of the value at the new water tower. Ms. Cartwright explained that the

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Township has no funds invested in the tower, however the county secured the bonds that will be paid by Aqua, but we did not have any say so on anything else.

Ms. Cartwright gave an update on the ambulance transport services started by the Cardinal Joint Fire District on July 1. She noted that Canfield residents who utilize the service would not be billed for any cost beyond what their insurance company pays, since the District's Board feels this is fair because the community supports these ambulances through the Fire Levy they voted for and pay.

Next Meeting Dates: Special Regular Meeting Budget hearing will be held on Wednesday, September 19, at 8:30am. The Board returns to the regularly scheduled regular meetings on October 9 and 23 at 7pm, November 13 and 27-7pm and December 11 -7pm.

RESOLUTION 2018-9-11-131

Executive Session

In accordance with ORC 121.22 (G) 7 Mr. Governor moved to adjourn into executive session at 8:32pm specifically to discuss negotiations with other political subdivisions respecting requests for economic development assistance. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

The Board re-entered the public meeting at 9:02pm.

The Board reviewed several scenarios as it pertains to storm water fees for the ABC Water District including how they will be collected, when collection might start and when Educational meetings could begin.

ADJOURNMENT

With no further business before the Board, Chairman Governor adjourned the meeting at 9:29pm.

Mr. Brian W. Governor, Chairman

Mr. Joseph N. Paloski, Vice-Chairman

Ms. Marie Izzo Cartwright, Trustee

Ms. Carmen I. Heasley, Fiscal Officer