

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on April 9, 2019 at 7:00 PM.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, April 9, 2019 at 7:00pm. Chairman Paloski 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 not intended to describe all conversations and testimony verbatim. Recording of the meetings are available for listening in the Township Hall, and a copy maybe obtained upon request from the Fiscal Officer.

PUBLIC PRESENTATION

Chester Kaschak of South Palmyra Road asked why the Township's meetings are not in the agenda section of the *Vindicator*. Ms. Cartwright suggested having Mrs. Williams send the *Vindicator* notice of all meetings for inclusion in the agenda section of the paper. Mr. Kaschak was present at the last meeting where the Red Gate Farms Annexation Agreement between the City of Canfield and the Township was discussed and asked for further explanation of the agreement. Ms. Cartwright explained as it pertains to the 290-acre area in the Township owned by the City and the purpose of the agreement.

Patricia Tremayne of Leffingwell Road discussed the speeding issue on Leffingwell/Raccoon roads, requested that the speed be monitored and noted that the guardrail was damaged again. Additionally she addressed the freeway noise and asked about a sound barrier wall. Mr. Rogers noted that ODOT is no longer providing funding for sound barriers. Mrs. Tremayne mentioned the local news addressing why the fire district went into the ambulance service. Ms. Cartwright noted that the Cardinal Joint Fire District went into the ambulance service because of the increased response time by private ambulance services due primarily to the drug epidemic and not the aging population, although we do have a population increasing in age. Mr. Kaschak noted we are blessed in having the Cardinal Joint Fire District in Canfield.

Attendance Roll Call

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

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

MINUTES: Chairman Paloski requested corrections or additions to the regular meeting minutes of February 26, 2019. The minutes with suggested changes incorporated were accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Paloski asked for an update as it pertains to the bike spur. Mr. Rogers noted that he is waiting on a return call concerning a site walk through for the project.

Mr. Rogers reviewed three estimates to replace the condensing unit and furnace at Fire Station III comparing bids apples to apples and provided the information in a package for the Board to review for the next meeting. The quotes were \$5,280, \$8,765.37 and \$9,382, recommending the \$8,765.37 middle quote. Ms. Cartwright asked for the age of the present furnace. Mr. Rogers noted it is seven years old and was unable to keep up with minus 40 degrees once. Ms. Cartwright and Mr. Governor questioned the expenditure of a new furnace because the current furnace is fairly new and it had only one instance in which there was an issue. Mr. Rogers noted that replacing only the condensing unit would cost \$5,000 and could have an issue in a few years because it contains aluminum coils.

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Mr. Rogers explained issues with a partial collapse of a catch basin on Barber Drive. Mr. Governor asked about the ABC Water District form needed to reimburse the Township for storm water work because he does not want to find out months from now that something was not covered due to lack of proper documentation. Mr. Rogers stated that as long as we document storm water work and submit it to ABC Water District: labor, equipment and supplies is covered. Mr. Rogers has an ABC Water District meeting later this month to create the form so the Township can properly document storm water work and then he will meet with the Public Works Department to implement the process.

Mr. Rogers reviewed the quotes for the replacement of the steps and handrails to the back entrance of Township Hall. There were two quotes for the steps; the recommended quote was \$1,850. The best quote for the hand railing was \$945.85.

Mr. Rogers reviewed quotes from the last bid opening for maintenance and fertilization of the Township Community Park. Mr. Governor noted that the low bidder for mowing and trimming must do the job as contracted. In addition, it is up to the soccer club to clean up garbage on the fields and take the trashcans down to the road. Ms. Cartwright agreed. Mr. Rogers provided the motion to the Board. The Fiscal Officer noted that only \$9,100 is available for expenditures, but both of these contracts together total \$11,080. The Board reviewed the budget to reallocate funds within the General Fund. An estimate for the cost of pest control was included in the total needed for the park expenses.

Mr. Rogers reviewed the new floor covering options noting the Township purchased enough flooring to finish the entire office area in the future. Ms. Cartwright noted that she is okay with the flooring option the office personnel selected, as long as it does not cost more than originally quoted.

Mr. Rogers reviewed the Ohio Department of Transportation Road Salt Contract for 2019 – 2020 this winter season and provided the necessary motion. The Canfield Local School has requested 116 tons. The Board reviewed the present budget and agreed to reallocate funds within the Gasoline Fund to purchase additional salt based on the current contract rate. Mr. Paloski moved to accept the administrator/road superintendent, public works and zoning reports as presented.

FISCAL OFFICER'S REPORT: Chairman Paloski called on the Fiscal Officer, Carmen I. Heasley, to present the financials. The Fiscal Officer reviewed warrants and electronic payments noting that EFT payments are included. She presented purchase orders, blanket certificates and paying particular attention to the Then and Now Purchase Orders reviewing them in full detail.

The Fiscal Officer reviewed one investment, the American Express Certificates of Deposits, coming due on April 22. She reported that rates available are disappointing, recommending transferring the full amount and interest to Star Ohio Plus where the current rate is 2.55% and the full amount remains liquid.

Mr. Paloski asked the Fiscal Office about the contract with the office copier. Ms. Heasley noted a new copier would be faster with some improvements to quality and have the same monthly price. There is an option to purchase the current copier after its contract expires with an expense but due to budgetary reasons, the Board wants to review its options before it moves forward. If the present copier is having problem, the Board instructed Mr. Rogers to have it repaired before the present contract expires.

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The Fiscal Officer noted that Mrs. Williams, the Board's Administrative Assistant, while filing found a live check from an insurance company for payment of repairs to the Township car that is eight years old. The Fiscal Officer has not been able to get a clear answer from the insurance company, so she has requested an opinion from the prosecutor's office for direction. She was unable to find where the Township deposited or expended funds in that amount.

Mr. Governor updated the Board on Aetna refunding the Township for the December 2018 overpayment. Mr. Paloski moved to accept the report as presented.

OLD BUSINESS

Mr. Governor updated the Board on discussions with the prosecutor's office as it pertains to the Canfield Soccer Club placing sponsorship banners at the Community Park. Ms. Cartwright asked how much the club is charging for these banners. Mr. Governor did not know. Ms. Cartwright is concerned that the club will be using Township property for financial gain and the Township does not see anything in return. Mr. Governor believes they are looking for ways to make money to cover expenses such as the expense for the club to maintain the park. Ms. Cartwright noted that if they are indeed using the funds only to cover maintenance and not making a profit, which is understandable. Mr. Governor noted discussion with the Zoning Inspector as to regulations on signs and reviewed the same with Attorney Heino, who advised that it would be up to the Board to determine what they want to do in the park.

RESOLUTION 2019-04-09-73

Township's Community Park Fertilization Contract

Mr. Paloski moved to accept the best low qualified bid for the fertilization maintenance from Todd's Enviroscapes for \$1,670.00 per treatment for the Township Community Park located on the south side of Herbert Road for the year 2019. The Fertilization contract reads three applications for common areas plus two applications of all athletic fields for a total not to exceed \$5,010.00. The funds will come from the General Fund Contact Services. Mr. Governor seconded the Motion. Discussion: Mr. Paloski noted that the Canfield Soccer Club as per contract will fertilize all athletic fields (3) times this season. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-74

Township's Community Park Maintenance Contract

Mr. Paloski moved to accept the best low qualified bid for the Township Community Park lawn mowing maintenance from Easton Lawn Service for the area included in the bid package noted as Area #1 located on the south side of Herbert Road at a cost of \$199 per cut for area #1 - 25 mowings not to exceed \$4,975. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-75

Canfield Township Park ~ Alarm System

Ms. Cartwright moved to approve SOS Security Systems, Inc. for an alarm system, which will include heat detectors and a police panic button for the Multi-purpose building at the Township Community Park at a cost not to exceed \$510.00. This system will have a monthly monitoring fee billed quarterly at a cost of \$39.00. In addition, they will relocate the DVR system from the utility room to the kitchen storage area at a cost not to exceed \$390.00. Mr. Paloski seconded the Motion. Discussion: Mr. Governor noted that SOS Security Systems would verify that everything is working correctly. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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RESOLUTION 2019-04-09-76

Park Fall Protection

Mr. Paloski moved to approve the purchase of 50 cubic yards of the fall protection safety surface mulch from Playworld Midstates for the Township Community Park playground area at a cost not to exceed \$1,083.00. Mr. Governor seconded the Motion. Discussion: Mr. Paloski noted that the funding to come from the Open Space Fund. The Fiscal Officer noted that the Township was receiving funds from the Mahoning County Planning Commission every year and nothing for the last two years. Mr. Rogers will look into it. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-77

Asphalt Roller

Mr. Paloski moved to approve the purchase of a Vibco GR-3200 Vibratory Asphalt roller and tailgate hooks from SealMaster Pavement Products and Equipment, at a cost not to exceed \$8,250.00. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-78

Township Office Step Repair

Ms. Cartwright moved to approve Quality Concrete, Inc. of Youngstown, to remove and replace the concrete steps to the Township Hall office at a cost not to exceed \$1,850.00. Mr. Governor seconded the Motion. Discussion: The Fiscal Officer advised that there is no purchase order open for this expenses. Mr. Roger will provide the W9 tomorrow. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-79

Township Office Steps' Hand Railing

Ms. Cartwright moved to approve Austintown Fence Co. of Youngstown, to remove and replace the hand railing to the office steps at a cost not to exceed \$900.00. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2019-04-09-80

Mahoning County Sheriff's Agreement

Mr. Governor moved to approve an updated agreement between the Mahoning County Sheriff's Department and Canfield Township for police services. This is a two-year agreement dated January 1, 2019 to January 1, 2021. The cost of this agreement is \$300,000 per year or \$25,000 per month. Ms. Cartwright seconded the Motion. Discussion: Mr. Governor noted that upon the request of the Mahoning County Sheriff, the contract reflect the calendar year. We appreciate the working relationship we have with the Sheriff's Department and the service they provide. The Prosecutor's office reviewed the agreement so let the record show that the Board signed the agreement tonight. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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**RESOLUTION 2019-04-09-81
AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2019**

Ms. Cartwright moved to approve as follows:

WHEREAS, the CANFIELD TOWNSHIP, MAHONING COUNTY (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the road salt contract; and
- d. The Political Subdivision’s electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract’s effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than **Friday, April 19 by 12:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s participation agreement and/or a Political Subdivision’s request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract: Ms. Paloski seconded The Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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RESOLUTION 2019-04-09-82

Warrants & Electronic Payments

Ms. Paloski moved to approve Warrants #13180 thru #13215, electronic payments 135-2019 thru 151-2019, EFT payments are included in with electronic payments for a grand total of \$67,900.54 as general & payroll obligations of the Township. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-83

Purchase Orders and Blanket Certificates

Mr. Paloski moved to approve BC 31-2019 and BC 32-2019, PO 14-2019 thru PO 22-2019 for a total of \$240,004.86. PO 15, 17, 18 and 19 are "Then and Now" Purchase Orders: PO 17 - 2019 addresses salt purchases that exceeded the present open PO, PO 18 - 2019 addresses signs for the upcoming recycling event that did not have any open purchase orders. PO 15 - 2019 & PO 19 - 2019 Then and Now PO's are addressing projects that have not started, but the Public Works Department started ordering and receiving supplies in order to get ready to start the projects upon good weather. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-84

Reallocation of Funds within the General Fund

Ms. Cartwright moved to approve to reallocate \$3,000 from #1000-930-930-0000 (Contingencies) to line #1000-610-360-0000 (Contracted Services). Mr. Paloski seconded the Motion. Discussion: We are moving funds from one line to another to cover maintenance contracts for the Township Community Park as discussed earlier. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-85

Reallocation of Funds within the Gasoline Fund

Ms. Cartwright moved to approve to reallocate \$5,500 from #2021-330-190-0000 (Salaries) to line #2021-330-360-0000 (Contracted Services). Mr. Paloski seconded the Motion. Discussion: We are moving funds from one line to another to cover the purchase of additional salt to complete our present contract as discussed earlier. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-04-09-86

Investment of Funds

Ms. Cartwright moved to authorize the Fiscal Officer, Carmen I. Heasley to re-invest the \$100,000 with American Express Centurion 2yr CD that matures on April 22, 2019 to Starr Ohio Plus at its current rate. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Ms. Cartwright noted that beginning on May 1 the new ISO ratings would come out for the Township. The Township rating five years ago had a rating of five in areas with a fire hydrant and nine where there was none. With all the new equipment, training and number of employees etc. The ISO ratings will be three in areas with a fire hydrant and five where there is none, which will be a savings on resident's insurance rates.

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Next Meeting Dates: The Board will hold regular Board meetings on Tuesdays, April 23, May 14 and May 28 at 7pm. The Land Use Public meeting will be held at the Canfield Library on April 10 at 6:30pm.

RESOLUTION 2019-04-09-87

Executive Session

In accordance with ORC 121.22, Mr. Paloski moved to adjourn into executive session at 9:26pm specifically for:

(G 4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment; and

(G 6) Details relative to the security arrangements of the township and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Re-enter public meeting from Executive session at 10:22 pm.

ADJOURNMENT

With no further business before the Board, Chairman Paloski adjourned the meeting at 10:22 pm.

Mr. Joseph N. Paloski, Chairman

Mr. Brian W. Governor, Vice-Chairman

Ms. Marie Izzo Cartwright, Trustee

Ms. Carmen I. Heasley, Fiscal Officer

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