

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

101

Meeting held on August 13, 2019 at 7:00 P.M.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, August 13, 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. Recordings are available for listening to in the Township Hall, and a copy may be obtained upon request from the Fiscal Officer.

PUBLIC PRESENTATION

Christopher Altieri, Boy Scout from Troop #25, attending meeting for specific badge.

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 May 28 and June 11, special meeting minutes of May 15, 28 and June 11, 2019. The minutes with suggested changes incorporated were accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Paloski asked if the results from the core samples taken by PSI from the Township's 2018 paving program were available. Mr. Rogers reported that he does not know the timeline for results.

Mr. Paloski asked concerning the date of August 26 for the running of the legal ad for the Fairway Drive, Pheasant Run and Cedar Park Road Repair Project. He wanted to know if the legal ad could be advertised sooner. Mr. Rogers noted that he is following the ORC requirements.

There was some discussion concerning storage pods at the Colonial Motel property. Mr. Rogers will represent the Township in court this Friday concerning these portable storage units.

Mr. Rogers plans to meet with a representative from the Mahoning County Engineers Office tomorrow morning to inspect the roads for the 2020 Paving Program, since they have to sign the useful life form anyway; he plans to work up numbers with them in hopes of reducing some of the costs for the paving program.

Mr. Rogers reviewed the FEMA webinar he attended. He plans to submit an application, but at this time, he does not know a timeline or details. Ms. Cartwright is not interested in waiting on these emergency projects. She asked if we can start repairs and then be reimbursed later when the funding becomes available. Mr. Rogers noted that he has already begun asking those questions.

Mr. Rogers reviewed plans to open the channel and clean/clear the Indian Run detention area. Mr. Governor advised meeting with Mr. Rogers and the Public Works employees on site to discuss the best way to deal with the situation showing pictures taken, noting that he believes we should start at the top and work our way down stream. Ms. Cartwright noted that the detention area is there for a purpose and obviously, it is not serving its purpose especially when it not able to be maintained. Mr.

RECORD OF PROCEEDINGS

102

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on August 13, 2019 at 7:00 P.M.

Rogers noted that it is still serving its purpose as a detention area. He feels that the detention area would work more efficiently by removing the silt mounds.

Mr. Paloski asked the Fiscal Officer if we could come up with another \$10,000 to \$15,000, maybe from the Open Space money. The Fiscal Officer noted understanding the urgency of this project explained that after the budget is approved tonight, she will submit for a new Certificate of All Available Resources. It will be up to the county auditor to approve and return the Certificate of All Available Resources before we can write any further purchase orders against the Open Space Funds. She noted that a purchase order payable to this contractor is on the agenda for approval tonight, using the Open Space Fund available balance with the remainder coming from the General Fund, because she is looking at this project as an emergency. The Board agreed this is an emergency. She prefers to write a second purchase order once the final totals are known, noting that the contractor can start the work up to the \$8,500 amount, but no additional work until the second purchase order is written. Mr. Rogers plans to meet with the contractor this week, discuss the Board's wishes, and secure final numbers for the second purchase order.

Mr. Rogers reported another sinkhole at the entrance of Pheasant Run due to a failing ODOT stormwater pipe. He explained that the Public Works employees will do the work, but he has requested that ODOT supply sixty feet of new stormwater pipe to replace the old one, road plates and signage to be displayed on Rt. 224. 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, electronic payments and four purchase orders, noting that purchase order number 35-2019 is a Then and Now due to a disagreement with the City of Canfield over the water bill at Canfield Township Community Park.

At the last meeting, the Board agreed to transfer a maturing \$75,000 investment to the primary checking account, but when the funds did not transfer, she learned that the UAN system had the wrong maturing date, noting that the investment matures next year. It was a five-year and not a four-year investment. She has corrected the information in the UAN system.

The Fiscal Officer reported working with Russo Builders Limited on a new street lighting district and should have something for the Board to review soon.

Mr. Governor asked if we need to schedule another budget hearing. The Fiscal Officer noted listing projects not in the budget at the end of the budget spreadsheets. She also added a sheet listing all the loan details.

Mr. Paloski asked from which fund are we paying the engineer for the OPWC Emergency Project. After reviewing the resolution and checking the budget, the Fiscal Officer noted that she could not write the purchase order until the Board approves adjustments to the present budget later in this meeting. Then she will submit for a new Certificate of all Available Resources, at which time it will be up to the county auditor, how much time he will need. She will write the purchase order from the Public Works Issue II Fund after she receives the approved Certificate of All Available Resources. She does not anticipate any problems with the county auditor approving the budget. She will write a letter requesting a rush on the certificate. Due to the emergency nature of this project, the Board agreed to have the Fiscal Officer write the purchase order from the Permissive Fund. Once we are in receipt of

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

103

Meeting held on August 13, 2019 at 7:00 P.M.

the certificate, the Fiscal Officer will void this purchase order, reissue the purchase order from the Public Works Issue II Fund. This is being done due to the emergency nature of this project.

Mr. Governor noted that the payment for the PSI core samples is in the folder for signatures, but we have not received the test results. The Board agreed to sign the warrant, but to hold the payment until we receive the results. Mr. Paloski moved to accept the report as presented.

OLD BUSINESS

RESOLUTION 2019-08-13-132

Fire Station III Condensing Unit

Ms. Cartwright moved to approve Efficiency Specialist Inc., to install a three-ton condensing unit with A coil, line set, a five inch filter return box and all duct work fillings to tie in the new equipment to existing system at a cost not to exceed \$4,903.00. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-08-13-133

2020 OPWC Paving Project

Ms. Cartwright moved to approve A RESOLUTION AUTHORIZING Trustee Chairman, Joe Paloski, TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED.

Whereas, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

Whereas, Canfield Township is planning to make capital improvements to qualified Township Roads through the 2020 Township Paving program, Whereas improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by Canfield Township: 1: The Board of Trustees Chairman is hereby authorized to apply to the OPWC for funds as described above. Section 2: The Board of Trustees Chairman is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-08-13-134

Website - SSL Certificate

Mr. Governor moved to approve IDMI to purchase and maintain a SSL certificate for the Township website at a cost of \$100 per year. Ms. Cartwright seconded the Motion. Discussion: Mr. Governor noted that this certificate would remove the "not secure" flag currently showing in search browsers so visitors will know the site is secure especially as we move towards electronic documents and mobile app on the site. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RECORD OF PROCEEDINGS

104

MINUTES OF THE BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on August 13, 2019 at 7:00 P.M.

RESOLUTION 2019-08-13-135 Indian Run Detention Cleanup

Ms. Cartwright moved to approve Craig Edward Susany, Inc. to perform the necessary work in the Indian Run detention area to remove the mounds of sediment that has accumulated prohibiting the natural flow of water through the system at a cost not to exceed \$8,500.00. Mr. Governor seconded the Motion. Discussion: The Fiscal Officer noted that the discussion concerning this Motion appears under the administrators report. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-08-13-136 Bike Trail ~ Environmental Assessment

Mr. Paloski moved to approve Intertek-PSI to perform wetland and ecological services for the proposed Robert H. Neff Memorial Bike Trail at a cost not to exceed \$7,100.00. Mr. Governor seconded the Motion. Discussion: The Fiscal Officer noted that the purchase orders should be available by the next meeting. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

NEW BUSINESS RESOLUTION 2019-08-13-137 Repairs to Truck 206

Mr. Paloski moved to approve Lynn Welding & Mechanical Service LLC to perform the necessary work to repair the radiator, two brake chambers, and rebuild the clutch fan on Truck 206 at a cost not to exceed \$1,300.00. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-08-13-138 Emergency Road Repair Project

Ms. Cartwright moved to approve the advertisement in the *Youngstown Vindicator's* Legal Notices in accordance with Section 5575.01 of the ORC under Maintenance and Repair of Roads by Contract or Force Account, to begin the bidding process for the Fairway Drive, Pheasant Run and Cedar Park Road Repair Project. The ad will run Monday, August 26. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-08-13-139 Warrants & Electronic Payments

Mr. Paloski moved to approve Warrants #13399 thru #13462, electronic payments 287-2019 thru 328-2019 for a grand total of \$94,543.77 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 2019-08-13-140 Purchase Orders

Ms. Cartwright moved to approve regular purchase orders PO 35-2019 thru PO 39-2019 for a total of \$203,698.77. Purchase order number 35-2019 is a Then and Now due to a disagreement with the City of Canfield over the water billing. Mr. Paloski seconded the Motion. Discussion: Ms. Cartwright noted an agreement between the City and the Township to bill for water usage once the Township reaches 21,000 gallons of water at the Canfield Township Community Park. The park only reached

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

105

Meeting held on August 13, 2019 at 7:00 P.M.

17,000 gallons...the City began billing including sanitary and late charges. The Township was already paying Mahoning County Sanitary for the sanitary at the park and that only complicated issues, therefore the disagreement. Mahoning County Sanitary agreed to refund the sanitary payments to the City. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-08-13-141 2019 Permanent Budget

Ms. Cartwright moved to approve the 2019 permanent budget; reducing anticipated total revenue from \$2,096,748.04 to \$2,015,193.12 plus year-end balances of \$4,530,632.19 for a total revenue of \$6,545,825.31. Total anticipated appropriations from \$2,550,916.27 to \$2,351,645.35. 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 discussed the Canfield Fair displays, noting the Township is hosting the Mahoning County Township Association picnic meeting on August 22. She noted that Mr. Rogers has completed the supply inventory; the Township will supply the chicken, hotdogs, bread, water, soft drinks and napkins. Ms. Cartwright suggested buying flowers a day or two before the fair for the display only.

Mr. Governor noted that there was an agreement in principle with the union representing the Public Works Department and it was sent to the Board for review and will be voted on at the Trustees' next meeting. Website pictures will be redone/replaced. Mr. Governor would like to have that done soon. Mr. Governor reported a Millennial Moments JEDD meeting on August 26 at 9am.

Ms. Cartwright reported that she would be following up with Attorney Mathews as it relates to the amendment to the Canfield Community JEDD. Next meeting will be on September 18 and December 18 at 3pm at the Windsor House.

Ms. Cartwright noted that since Ms. Heasley chose not run for re-election the only person who filed to run is now the new Fiscal Officer, therefore shouldn't we invite her to these meetings. Ms. Heasley will try to reach her.

The Fiscal Officer advised that the Board might need to revise the Sunshine Law requirement on advertising legal ads as done during the reorganizational meeting, since the *Youngstown Vindicator* will close their doors soon and the *Warren Tribune* will start print the *Mahoning Valley Vindicator*. Ms. Cartwright noted that she understood that the *Warren Tribune* might not qualify. The Fiscal Officer noted discussion with the *Warren Tribune* manager. It will be printed almost the same with news items and advertising very similar to the *Youngstown Vindicator*. The *Warren Tribune* will take over the daily delivery of the paper within the tri-county area. It is her understanding that they plan to hire *Youngstown Vindicator* employees and hopes to continue the web site as done now. She asked the *Warren Tribune* manager to contact the prosecutor's office to confirm details, so they can advise us accordingly. Ms. Cartwright feels that we cannot use the *Warren Tribune* until we see it... she believes we must use the *Daily News* following the advice of the prosecutor's office until we are told differently.

Mr. Paloski recognized the Canfield Cardinal Joint Fire Department along with the mutual aid for fighting the fire at Summit Plaza saving half the plaza. The new water tower supplied firefighters with enough water and pressure needed to put out the fire.

RECORD OF PROCEEDINGS

106

MINUTES OF THE
BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on August 13, 2019 at 7:00 P.M.

Mr. Paloski noted the closing of the *Youngstown Vindicator* as an icon of our valley and will be sadly missed.

Mr. Paloski mentioned solar power speed signs for discussion. He noted that he checked with the City of Canfield and through state purchase acquired the signs at about \$3,500 per sign.

Ms. Cartwright reported that the next Canfield Cardinal Joint Fire District meeting is scheduled for Aug 26 at 5:30pm at Fire Station II on Herbert Road, but may need to be changed due to the fair.

Next Meeting Dates: The Board will hold regular Board meetings (summer schedule) on Tuesday, September 10 and October 8 at 7:00pm. A special regular meeting is set for Tuesday, September 10 at 5:00pm to discuss the budget.

ADJOURNMENT

With no further business before the Board, Chairman Paloski adjourned the meeting at 8:57 pm.

Mr. Joseph N. Paloski, Chairman

Mr. Brian W. Governor, Vice-Chairman

Ms. Marie Izzo Cartwright, Trustee

Ms. Carmen I. Heasley, Fiscal Officer