

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on October 8, 2019 at 7:00 P.M.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, October 8, 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

Chester Kaschak of South Palmyra Road stated that the Township is doing a wonderful job on Fairway Drive, taking note of the high curbs – as they should be. Mr. Kaschak asked about Pebble Beach Drive. Mr. Rogers explained the easement was not dedicated to the Township therefore, it is considered a private easement and the responsibility of the landowner. Additionally he explained that he has tried everything to locate funding to help these residents. He noted most of the utilities were relocated, but the waterline cannot be moved.

Jack Saunders of Leffingwell Road noted that the north side of Indian Run is being well maintained, water flows nicely, but on the south side, there are problems with the contractor's work as well as damage from the last storm. Ms. Cartwright offered to take pictures for Mr. Rogers to send to the county engineer since it is a county road.

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 August 13, special regular meeting minutes of August 2, 9, 13 and 23, 2019. The minutes with suggested changes were incorporated and accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Governor suggested starting the discussion with the Robert H. Neff Memorial Bike Spur. Mr. Rogers provided an update on applying for the Transportation Alternative Program Grant (TAP), survey services and legal description for easements; however help from the prosecutor's office is still needed for this project to continue. Mr. Rogers reviewed the cost for the survey service (\$2,400) and for completing the grant process (\$1,500) by CT Consultants. The next step will be applying for the Heritage Ohio Grant through our State Representative's Office. The Fiscal Officer reviewed possible budget options and Ms. Cartwright discussed part of the funding coming from the ABC Water and Stormwater District. Mr. Governor noted concerns understanding the grants but is looking at the Township's share. Mr. Rogers noted that right now the Township's share is \$66,000, which may be reduced by the Heritage Ohio Grant. Mr. Governor noted that we are spending \$3,900 and may not get the grant. Ms. Cartwright stated that if we get the \$100,000 grant, the \$3,900 is a great investment. Mr. Rogers needs the authorization to sign the work order for CT Consultants to start the work. Mr. Governor reviewed the budget once again and Ms. Cartwright discussed a chart of ABC Water and Stormwater District funds available for this project.

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Mr. Governor reviewed the Indian Run project and understanding where the installation of the pipe is going for maintaining this area, but all the cattails must come out because that is the only way this area will dry out.

Mr. Rogers reported that ABC Water and Stormwater District awarded the contract for the hydraulic study of the Indian Run Creek and Watershed to CT Consultants as best qualified bidder. He explained the process to report data to the State of Ohio and once the State approves the plan, the District will be able to apply for grants for stream restoration. Mr. Rogers was able to negotiate with Boardman Township to cover 25% of the cost of the study, since they are on the receiving end of both the main Indian Run Creek plus the Indian Run tributaries. A very lengthy discussion over availability of funds to cover 2019 projects and paying the Township back for advanced funds took place. At this time, the funds are limited but all 2019 projects should be completed by end of year. Ms. Cartwright will meet with Boardman Township to review final numbers, hoping it will permit the first payback to Canfield Township of \$50,000 this year. The Board reviewed the Motion to request funds from ABC Water and Stormwater District. Ms. Cartwright prefers to request funds separately by project.

Mr. Rogers reported on the Electronics Drive, noting that the Canfield Wrestling Team handled 15,452lbs of recycled televisions and 14,160lbs in other electronics in the four-hour period. The Township will receive a grant for \$9,557 through the GreenTeam for the recycling of the televisions of which the Township spent \$6,292. Mr. Governor thanked Mr. Rogers for the work he put into this event. Next year, as a pilot program, the GreenTeam will handle the Electronics Drive at the Canfield Fairgrounds in the Government Building charging for TVs by the pound instead of by the inch.

Mr. Rogers reported on the Fairway Drive Emergency Project noting that the installation of the curb and driveways on Fairway Drive and the curb and gutter on Pheasant Run are complete.

Ms. Cartwright questioned the Leaf Recycling Pick-up Program schedule stating it was starting a week. The Board agreed to delay the start of the program by one week. 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, blanket certificates and purchase orders.

The Fiscal Officer provided the motion for the street lighting districts she will submit to the county auditor for the 2020 collection. She noted that the Recycling Fund appropriation side was budgeted for \$1,200; however, she received an invoice from the Electronics Recycler for \$6,292.00 for the TVs. The fund needs adjusted by at least that amount. She will need to request another certificate from the auditor to make payment. The Fiscal Officer discussed the Agency Fund, noting that this fund is not part of the budgeting process, but plans to include to the auditor to cover all bases. The contractor has not contacted the office for demo permits for Summit Plaza, although the information was provided to and discussed with the prosecutor's office.

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The Fiscal Officer provided a map of where the streetlights will be on Legacy Drive, noting that the hearing for the lighting district will be advertised for the next meeting. The Board discussed the installation of lights along the boulevard. Mr. Rogers will call the developer concerning the boulevard lights and report to the Board.

Mr. Paloski noted that the Fiscal Officer and he met with a representative of Farmers National Bank after she received a phishing attempt to gain banking information, however she did not click on the link instead she contacted Farmers. "Positive Pay and ACH Protection" programs, a line of protection, provided by Farmers Bank to help defend against fraud attempts is available to the Township at a monthly service fee of \$30. The Board received copies of the agreement and motion prior to the meeting for review. To offset the cost, Farmers agreed to increase the Money Market rate to 2% from 1%. Mr. Paloski moved to accept the Fiscal Officers report as presented.

OLD BUSINESS

RESOLUTION 2019-10-08-158

Indian Run Detention Maintenance

Ms. Cartwright moved to approve Craig Susany, Inc. to install 56 feet of 36-inch reinforced concrete pipe at the Indian Run detention area and to complete the basin cleanup at a cost not to exceed \$15,000.00 to complete the cleanup work in the basin area with the funds coming from the ABC Water and Storm Water District. Mr. Governor seconded the Motion. Discussion: Ms. Cartwright noted that the 36" pipe would create a bridge on the east end of the detention area allowing future maintenance by the Public Works Department. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-159

Indian Run Detention Upgrade Assistance

Mr. Paloski moved to request financial assistance from the ABC Water and Storm Water District for the funds to complete the Indian Run Detention area upgrade at a cost not exceed \$15,000.00. Mr. Governor seconded the Motion. Discussion: Ms. Cartwright suggested creating one letter listing all projects to include a total of all projects. Mr. Rogers noted that he prefers a separate letters for each to make it easier for filing and locating information for audit and the Fiscal Officer agreed. Ms. Cartwright suggested Mrs. Williams start on this for him now and look through all Trustees minutes. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-160

Driveway Replacement ~ Catawba Drive

Ms. Cartwright moved to approve Foust Construction Inc. to replace the driveway approach at 6345 Catawba as part of the storm sewer replacement at a cost not to exceed \$1,400.00 with the fund coming from the ABC Water and Stormwater District. Mr. Paloski seconded the Motion. Discussion: The Fiscal Officer asked if the funds are coming to the Township. Mr. Rogers stated, "Yes". She explained that a purchase order must exist before the work starts. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

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RESOLUTION 2019-10-08-161

Survey & TAP Grant for Robert H. Neff Memorial Bike Trail Spur

Ms. Cartwright moved to approve \$2,400 for a legal survey description for an easement for the proposed Robert H. Neff Memorial bike trail spur and \$1,500 for CT Consultants to write the TAP (Transportation Alternatives Program) Grant to help with bridging the gap for the cost of this trail. A total of \$3,900 will come from the General Fund and Open Space Fund. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2019-10-08-162

Trick-or-Treat / Halloween Hours

Mr. Governor moved to approve Halloween Trick-or-Treat hours from 5:30pm to 7:30pm, Thursday, October 31, 2019 in conjunction with the City of Canfield and Austintown Township. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-163

2019 Leaf Pick-up Program

Ms. Cartwright moved to approve the Public Works Department to conduct the 2019 Leaf Recycling Pick-up Program. The Township will use the same quadrant system as in years past using state route 224 and state route 46 to divide the quadrants. The collection dates for this year will be as follows:

NW and NE quadrants Tuesdays

Oct 22, Oct 29, Nov 5, Nov 12 Nov 19 and Nov 26;

SE and SW quadrants Thursdays

Oct 24, Oct 31, Nov 7, Nov 14, Nov 21 and Wednesday, Nov 27.

Township residents wishing to participate may receive their first (5) leaf bags free with a valid driver's license and additional bags may be purchased for \$2.00 per five-pack picked up during Township office hours between 8am to 4pm. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-164

Cutting Edges

Mr. Paloski moved to approve the purchase of 10 (ten) cutting edges for the plow trucks from Custom Metal Works of Austintown at a cost not to exceed \$1,780.00. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-165

Repairs to Truck 206

Mr. Paloski moved to approve Cerni Motors Sales, Inc. to perform the following repairs to truck 206: rear brakes, shoes and drums, the air tank and assembly collection, along with the cable tank surge assembly at a cost not to exceed \$2,000.00. 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 2019-10-08-166

Farmers National Bank Fraud Protection Program

Ms. Cartwright moved to approve Canfield Township entering into the Master Treasury Service Agreement, Master Standard Check Positive Pay Agreement and Master Treasury Service Agreement for ACH and Debit Blocker Filter Fraud Protection Program with Farmers National Bank to protect the Township's bank account against any online fraud attempts. The monthly fee for this service is \$30.00. Mr. Paloski seconded the Motion. Discussion: The Fiscal Officer explained that Farmers will attempt to contact her at 8am and again at 9am if a problem arises. If the bank is unable to reach the Fiscal Officer, the bank will call into the office to speak with Mrs. Williams by 10am. The Fiscal Officer will be provided a payment run the day before payments are mailed to Mrs. Williams. She will advise the bank if the payment is on or not on the list. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-167

Backup to Fiscal Officer for Positive Pay Program

Ms. Cartwright moved to approve the Trustees' Administrative Assistant Cindy Williams to serve as the back-up contact to the Fiscal Officer for Farmers National Bank regarding the Positive Pay Program. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-168

Warrants & Electronic Payments

Mr. Paloski moved to approve Warrants #13509 thru #13568, electronic payments 373-2019 thru 414-2019 for a grand total of \$95,021.66 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 2019-10-08-169

Blanket Certificates & Purchase Orders

Ms. Cartwright moved to approve Super Blanket Certificates BC 35-2019 thru BC 41-2019, Purchase Orders PO 42-2019 and PO 43-2019 for a total of \$100,098.00. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-10-08-170

Canfield Township Street Lighting Tax Assessment for year 2018 - 2019

After due consideration of the costs incurred to date and the projected future costs of furnishing and maintaining the lights and related costs of the Canfield Township Lighting Districts:

NOW THEREFORE; the Canfield Board of Township Trustees does hereby resolve; that the special assessment for tax year 2018-2019, in an equal amount general against each parcel in each special lighting district, shall be in aggregate amounts determined by the Fiscal Officer and provided to the Mahoning County Auditor's Office for Special Assessment.

Mr. Paloski moved to accept the Special Street Lighting Tax Assessments incorporating all street lighting districts, which includes 1241 lots for a total of \$65,277.00 collected in tax year 2020. 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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Trustees Comments: Mr. Paloski noted that the Comprehensive Land Use Plan meeting at the Canfield Public Library is tomorrow, October 9, at 6:30pm. Ms. Cartwright confirmed that CT Consultants would attend.

Ms. Cartwright noted that recently, she learned that our Sheriff's Deputies do not have AED units in their vehicles. The present cost is \$1,895 per unit, she would like to see the Township budget for three units, and she and Fire Chief Don Hutchison would approach Canfield Rotary for the other two. Mr. Rogers suggested placing one in the Township pickup.

Mr. Governor noted that the website and is not ready for viewing since they are still working on it. He noted that the office employees made suggestions for furniture in the office and was looking for some input from the Board.

Next Meeting Dates: The Board will hold regular Board meetings on Tuesday, October 22 and November 12 and 26 at 7:00pm. A special regular meeting is set for Wednesday, October 30 at 8am to hold a budget hearing.

ADJOURNMENT

With no further business before the Board, Chairman Paloski adjourned the meeting at 9:42 pm.

Mr. Joseph N. Paloski, Chairman

Mr. Brian W. Governor, Vice-Chairman

Ms. Marie Izzo Cartwright, Trustee

Ms. Carmen I. Heasley, Fiscal Officer