

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on September 18, 2019 at 8:00 A.M.

Canfield Township Trustees met in special regular session in the Canfield Township Hall on Wednesday, September 18, 2019 at 8:00am. The legal advertisement for this meeting ran in the *Vindicator* an edition of the *Tribune Chronicle* on September 14, 2019.

Canfield Township Board of Trustees will meet at 21 S. Broad St, Canfield (Township Hall) in special regular session on Wednesday, September 18, 2019 at 8:00am to review Township insurance liability coverage. Discuss, review quotes and funding for an infrastructure project and other business issues that may come before the Board. Enter into executive session to conduct public employee's evaluations. The public is welcome to attend.

Attendance Roll Call

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

Mr. Paloski asked Mr. Rogers to update the Board on each project.

Pebble Beach Drive: As it pertains to large sinkholes that developed along Pebble Beach Drive involving a 48-inch storm sewer pipe that drains the turnpike and the wooded area north of RT 224 affecting three homeowners. A large sinkhole developed under the driveway at 4235 Pebble Beach Drive. The owner of 4235 Pebble Beach Drive retained an attorney and any correspondence was forwarded to the prosecutor's office. The sinkhole has exposed all public utilities for this area. The Township has been working to locate any recorded easements for months, noting that the township's engineer of record CT Consultants looked into the recorded property deeds, plat maps including GIS maps, and found nothing. The Township has not been able to locate ownership of the easements for that development, therefore creating a dilemma as to who has legal authority to work or perform maintenance within the forty-foot easement. Mr. Rogers reported his discussion with our insurance company, noting that they will represent the Township in court should an incident occur; the attorney for the ABC Water and Stormwater District, noted that the District has no responsibility or liability. The Board had requested Mr. Rogers to get quotes to remove the driveway at 4235 Pebble Beach to eliminate the threat of damage to the existing utilities if the driveway were to collapse. The first estimate was for \$100,000 utilizing a crane to remove the cement driveway and backfill it with sand. The second estimate depending on the materials used, pumping sand under the driveway to stabilize the utilities and removing the driveway would be \$14,700 to \$21,700. The State of Ohio was contacted and has no funding available to help the Township. The Board suggested requesting the prosecutor's office write a letter requesting all utility companies to relocate their service lines for safety reasons. First Energy has already relocated their lines.

Catawba Drive: The Board requested that Mr. Rogers obtain estimates should the Public Works Department not be able to complete the work before the weather changes. The cost to install 320 feet of 15-inch pipe, about 8 ft. of 12-inch pipe and one catch basin estimated at \$48,000. The Public Works Department has already purchased the catch basin. Ms. Cartwright suggested using the Sheriff's Department for traffic control since that intersection is so busy instead of Township employees.

Mr. Governor reviewed the process for requesting funds from the ABC Water and Stormwater District (ABC District). When the Township is the lead on a project, the Township will request by resolution funds specific to stormwater related issues from the ABC District. The Township once receiving approval from the ABC District to proceed, the Township will put the project out for bid and award it. The Township will

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receive the invoices. The Township will request payment from the ABC District for specific invoices in the same manner as done with OPWC projects. The Township will record payments paid by the ABC District as pass-through – same as OPWC. The Township can also request funds from the ABC District to pay the full amount directly if the project is solely a storm sewer project and the work is performed by the Public Works Department. There will be times when the ABC District will take the lead role, in the case of a project existing outside the road right of way. The only responsibility the Township will have in this instance is to let ABC District know that a problem exists and request its assistance. Once the proposed project is turned over to the ABC District, the District will provide all aspects of the project: the engineering, bidding process, awarding of the contract and payment of all invoices.

For clarification, the Fiscal Officer reviewed an example of paperwork used by the Township to request grant funds from OPWC for disbursements, noting that when the Township is the lead, the Township will handle the paperwork in the same fashion for ABC funded projects. Mr. Rogers reported that when applying for OPWC grant funds, the Township can use ABC Water funds as part of the Township's Local Share, but the proposed project will not receive additional multi-jurisdictional points.

Fairway Drive and ABC Water and Stormwater District: Mr. Rogers reported that the pre-construction meeting for the Fairway Drive Project is scheduled for this Friday, September 20th at 8am. The Board discussed closing the road for the safety of the public. They discussed designating Mr. Rogers to act on behalf of the Board. The Board suggested using the Mahoning County Sheriff to direct traffic.

Fairway Drive: Mrs. DeCapua, Zoning Inspector, reported that the Mahoning County Board of Health has condemned the swimming pool on Fairway Drive. Mr. Rogers offered several ideas on filling in the pool, suggesting prosecutor's office involvement to follow proper procedures. The zoning inspector will look into the bid process and report to the Board for their review.

Canfield Fairgrounds Building: The Canfield Fair Foundation's proposed 34,000 square foot building referred to as the Junior Fair Coliseum/Event Center or Canfield Fair Events Center is under review by the Township Zoning Department due to the proposed uses of the building. The Fair board is requesting a meeting with the full Board this coming Monday morning. Ms. Cartwright will attend to represent the Township Board of Trustees.

Community Park & Dean Hill Cemetery: Mr. Rogers reported making the necessary calls to turn off all utilities at the Community Park by November 1. He reviewed results from calls to replace the fencing at Dean Hill Cemetery and is still working on it. Mr. Governor suggested getting the donated fence cleaned and stored at the park, which is presently stored at the Public Works Department. Mr. Governor noted discussions to remove the portable toilets for the winter. The Board agreed to leave them up during the winter.

ABC Water: Mr. Rogers noted that First National Bank has offered loans to the district for projects. They have a meeting this Friday to discuss how it will work. Mr. Rogers offered to summarize the meeting for the Board.

Farmers National Bank asked if they could meet with the Board concerning positive pay. The Board suggested that the bank's representative meet with the Fiscal Officer and Chairman then report to the Board at the next meeting.

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The Indian Run Detention Area Clean-Up Project has begun. Mr. Rogers noted seeing the equipment on site.

Mr. Governor reported on the SRO agreement. He is waiting on a call from the prosecutor's office to finalize the agreement.

Mr. Governor noted that the zoning records retention schedules were complete and sent to the State of Ohio. The six-month period had started on the zoning public record disposal. The Fiscal Officer noted that an R1 already existed for public record retention, but has pointed out that she did not realize that the Fiscal Officer's side of public records involved the administrative office. She was only looking at her accounting records...but it is more involved. She will need to work with Mr. Rogers and the Trustees' administrative Mrs. Williams to get a handle on all administrative records before sending anything to the state. Ms. Cartwright discussed emails and disposal of such. Looks like most of the Board has thousands of emails saved. Ms. Cartwright would like to start cleaning up her system. One suggestion was to delete all emails after two weeks.

OLD BUSINESS

RESOLUTION 2019-09-18-154

Fairway Drive Road Closing

Ms. Cartwright moved to designate Mr. Rogers to have the authority to close Fairway Drive as appropriate for the emergency repairs and construction work and also authorizing him to contact the Mahoning County Sheriff's Office for an officer to direct traffic for the safety of the public. Mr. Governor seconded the Motion. Discussion: Mr. Governor confirmed that Mr. Rogers would contact Canfield School authorities and the Cardinal Joint Fire District to report proper dates of the road closing. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2019-09-18-155

Executive Session

In accordance with ORC 121.22 (G1), Ms. Cartwright moved to adjourn into executive session at 10:17am to discuss compensation of a public employee and employment of a public employee. Mr. Governor 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 11:02am.

ADJOURNMENT

With no further business before the Board, Chairman Paloski adjourned the meeting at 11:03am.

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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