

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on April 14, 2020 at 7:00 P.M.

Canfield Township Trustees met by virtual meeting on Tuesday, April 14, 2020 at 7:00 pm. The meeting was made available to the public electronically by telephone access due to Ohio Governor Mike DeWine's [Executive Order 2020-01D](#), declaring a State of Emergency in Ohio to protect the well-being of Ohioans from the dangerous effects of the coronavirus (COVID-19). The meeting was opened at 7:00 p.m. with the Pledge of Allegiance suspended at this time.

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

Chairman Governor stated that Townships are not required to provide public presentation and comment during their regular meetings, but the Township always has and will continue to do so in the future. However, considering the current COVID -19 declared emergency and the concern over devising a system where it can uniformly be available for all persons to participate; public presentation was suspended for this meeting. Any comments and suggestions can be made via e-mail by visiting www.canfieldtownship.org or if you prefer to call one of the Trustees or Fiscal Officer, you can find their contact numbers there as well.

The Chairman requested that Denise M. Joseph, Fiscal Officer, call the attendance roll:

Attendance Roll Call

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

MINUTES: Chairman Governor moved to approve the following minutes of: March 10, Zoning and March 18 Regular and Special Meetings. The minutes with suggested changes incorporated were accepted. Minutes of the March 24 meeting should be available for approval at the next meeting.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Governor, Administrator Mr. Rogers, Assistant Road Forman Bob Burkett and Shawn Stack, met at Pebble Beach Drive on Monday morning April 13 to discuss the tree that had fallen and the proposed ditching in the road right of way to get the water moving. Ms. Cartwright stated the need to evaluate the immediate goal as to the next step to be taken; Mr. Governor agreed. The Mahoning County Prosecutors office was contacted and confirmed the township has a statutory responsibility to take care of the road right of way. Mr. Rogers has not contacted the engineer's office, however he does not recommend removing the tree stump not knowing how far down the roots are and how they are wrapped around the fiber optic (AT&T) line. Mr. Rogers does not want the Public Works Department to be in a compromised situation.

Ms. Cartwright is also concerned about the Public Works Department working where there is fiber optic (AT&T), cable (Armstrong) lines. However, Mr. Rogers stated that the Public Works Department will work east of the driveway within 8 foot stretch to expose a section of the pipe where the collar is and remove it to eliminate the water build up underneath the driveway. The water line is about 4 feet away and 3 feet away from the fiber optic so it should be an easy fix. Ms. Cartwright is not concerned about the Public Works department working in the road right of way, however she is concerned about what happens if the existing lines were impacted in anyway. Mr. Rogers stated only 2 utilities are

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exposed at this time; fiber optic (*AT&T*), cable (*Armstrong*) which is 7 feet away and the water line is off of the edge of pavement so the Public Works Department would be working right in the middle of both. The job is to open the failing pipe, add a collar, remove one section to eliminate the water build up underneath the driveway and drain it into the main part of the system. The homeowner can still use the driveway to the east since it is a circular driveway.

Ms. Cartwright asked if another meeting should take place with County Engineers, Prosecutors, etc... Mr. Governor states everyone wants to find a solution and need a more accurate estimate from CT Consultants to do the project with possibly running it through the ABC Stormwater District however, with the current situation, the State Capital Improvement Program is uncertain. Mr. Rogers stated Tim Burkett, Mahoning County Engineer's office is reviewing the estimate from CT Consultants. Ms. Cartwright and Mr. Governor agree that after review of the estimate, the homeowners should one way or another participate in correcting this problem.

Mr. Rogers reported the engineer's new estimate: Construction cost at \$317,350 with 10% contingency \$31,740 total \$349,090; Engineer cost of \$59,350 for an estimated grant total of \$408,440. Allowances of \$35,000 are included in the estimate for by-pass pumping, telecommunication, utility and electric. Hopefully, the allowances will not have to be used. Ms. Cartwright asked if driveways are included. Mr. Rogers stated they are and if the homeowners would cover the cost of the driveways at \$18,000 and the decorative landscape at \$23,000 this would also reduce the cost. Additionally an end and head wall were added at a cost of \$10,000 to prevent possible future flooding.

Ms. Cartwright would like a more accurate estimate if homeowners participate and whether the Township needs any documentation from Youngstown Water or any other utility to proceed. She is also concerned about the liability of the Township. John Heino emailed Mr. Rogers and Mr. Governor stating the Township is obligated to work within the road right of way to repair any issues.

Ms. Heasley suggested calling the Township's insurance agent at OTARMA to see if some of this could be covered.

Mr. Governor stated the main concern is the water cavitating, which could undermine the mailbox and the road. The Public Works Department can proceed to the first collar in the pipe. He also suggesting calling OTARMA.

The Trustees and Fiscal Officer discussed having a Special Budget Meeting Friday, April 17th at 10:00 am. Discussion will include the ABC Water and Stormwater District and CD interest rates.

Mr. Governor was pleased to see a road paving list that was put together by Assistant Road Forman Bob Burkett and Shawn Stack, and reviewed by Administrator Mr. Rogers. This will put us in a direction of a 5 year road plan. Ms. Cartwright pointed out that Ohio Public Works Commission (OPWC) funding may not be available in 2021, according to the Governors warning regarding project funding going forward, which is used to help pay for the Township's paving program.

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Mr. Rogers reported that 6001 Deer Spring Run has a 24" pipe in an easement which is eroded at the outlet. Public Works Department could use some reclaimed concrete to put around the eroded area to reenergize the water.

Public Works Report: Mr. Governor asked about the garbage can for Dean Hill Cemetery. Mr. Rogers will order the trash receptacle. He also discussed the restoration company Gravestone Guardians of Ohio that has worked on the headstones at Dean Hill for several years and the fact that Mr. Burkett, cemetery Sexton, would like the Board to approve work to begin as early as next week by the company.

Mr. Governor moved to accept the Administrator/Road Superintendent and the Public Works Report as presented.

FISCAL OFFICER'S REPORT: Chairman Governor called on the Fiscal Officer Denise M. Joseph, to present the financials. The Fiscal Officer reviewed warrants, electronic payments and two purchase orders. Mr. Governor moved to accept the Fiscal Officer's report as presented.

NEW BUSINESS

RESOLUTION 2020-04-14-58

Purchase Orders

Mr. Governor moved to approve Purchase Order 12-2020 which is a Then and Now Purchase Order for a grand total of \$1,420.37. This is for purchase from Ray Lewis and Company for replacement of the culvert pipe, for the Caymen Court Project. "Then and Now" Purchase Order addresses after completion of the project, in asking the the ABC Water and Stormwater District for reimbursement. Discussion: This will be taken out of the gasoline fund. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-04-14-59

Warrants & Electronic Payments

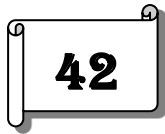
Mr. Governor moved to approve Warrants #13839 thru #13861, electronic payments 167-2020 thru 189-2020 for a grand total of \$60,647.09 as general & payroll obligations of the Township. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-04-14-60

Families First Coronavirus Response Act Policy

Ms. Cartwright moved to accept the Families First Coronavirus Response Act Policy that the Township's outside Human Resources (HR) consultant has provided that addresses the Family and Medical Leave Expansion and Emergency Sick Leave program. Mr. Governor seconded the Motion. Discussion: Ms. Cartwright noted that the Township Administrator Keith Rogers made copies of the policy and handed them out to each employee as well as posting a copy at the Public Works Department and the Administration Office. Additionally after discussing the definition of "Emergency Responder" in the policy, which includes public works personnel, our HR consultant feels that the Township's public works employees aren't included since they have not been asked to do anything outside of their normal work responsibilities or in response to COVID-19. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

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RESOLUTION 2020-04-14-61

Declare Chairs as Salvage

Mr. Governor moved to declare 8 executive chairs as salvage and remove them from inventory. (5) Chairs are from the meeting room and (3) from the administration office. Mr. Paloski seconded the Motion. Discussion: These chairs are 10 years old and all have mechanical issues with the cylinders and the material is worn. The cost for repairs outweighs the replacement cost. Chairs will be given to Southside Recycling. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-04-14-62

Cleaning and Restoring Headstones at Dean Hill Cemetery

Mr. Governor moved to approve Gravestone Guardians of Ohio to perform the third phase of cleaning and restoring headstones at Dean Hill Cemetery at a cost not to exceed \$1,500.00. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Street Sweeper Rental Agreement **Tabled**

Mr. Governor moved to approve entering into a Rental Agreement with the Jack Doheny Companies for the rental of a street sweeper at a cost not to exceed \$4,850.00. Mr. Paloski seconded the motion. Discussion: The PWD will operate the equipment and sweep all the curbed streets within the Township. The estimated time for this work is one week and equipment is tentatively reserved for the week of April 20. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Ms. Cartwright commented that the money is to come from the ABC District not from the Township budget. This resolution is tabled until the next meeting.

Trustee Comments: Mr. Governor stated the website was ready to go live. Ms. Cartwright would like to have information about the Canfield Rotary Food Voucher program with an application up on the website and have the paving list updated.

Ms. Cartwright commented about the new ladder truck the Canfield Joint Fire District purchased with the new color combination. She explained that the District is still running four ambulances with one equipped to respond to Coronavirus calls. She would like everyone to thank the fire service personnel when they see them.

Mr. Governor stated the Millennial Moments JEDD Board meeting was canceled and has not been rescheduled. Ms. Cartwright also stated the Canfield Community JEDD meeting was canceled due to Mr. Kosar's health issues. Since both City and Township representatives have to be present, he has requested a new member to be appointed to the Board, as of this date, this has not happened.

Mr. Paloski would like to congratulate the new Fiscal Officer, Denise Joseph on her first official Trustee meeting; a Thank You to the Public Works Department for coming out on Sunday for removing the tree that had fallen on Pebble Beach and to wish Rick Luklan good luck on his retirement from the Public Works Department. His last day was April 2, 2020.

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Next Meeting Dates: The Board will hold a special Budget meeting on April 17 at 10:00am and a Regular meeting April 28, 2020 at 7:00pm with phone access for both during the current COVID-19 emergency.

ADJOURNMENT

With no further business before the Board, Chairman Governor adjourned the meeting at 8:26 p.m.

Mr. Brian W. Governor, Chairman

Mr. Joseph N. Paloski, Vice-Chairman

Ms. Marie Izzo Cartwright, Trustee

Mrs. Denise M. Joseph, Fiscal Officer

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