

# RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

3

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

Canfield Township Trustees conducted their Reorganizational Meeting on Tuesday, January 14, 2020, at 7:00 P.M. in the Township Hall. Acting Chairman, Mr. 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.*

### Attendance Roll Call

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

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

Acting Chairman Paloski turned the meeting over to Fiscal Officer, Carmen Heasley to preside over the election for the 2020 Chairman. Ms. Heasley entertained a motion for the 2020 Chairman of Board of Canfield Township Trustees.

### RESOLUTION 2020-01-14-01

#### Election of Chairman for 2020

Mr. Paloski moved to appoint Mr. Governor as 2020 Chairman of the Board of Trustees. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Fiscal Officer, Carmen I Heasley declared Mr. Governor, Chairman of the Board of Canfield Township Trustees for 2020 and turned meeting over to the new Chairman.

### RESOLUTION 2020-01-14-02

#### Election of Vice Chairman for 2020

Mr. Governor moved to appoint Mr. Paloski for Vice Chairman of the Board of Trustees for 2020. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Chairman Governor asked Vice Chairman Paloski to continue chairing the balance of the meeting since he was the person that put the agenda together for this meeting. Mr. Paloski agreed.

### RESOLUTION 2020-01-14-03

#### Sunshine Law

Ms. Cartwright moved as follows: That the Board of Trustees shall conduct its meetings in full compliance with the Ohio Sunshine Law and accordingly establishes the following rules for the scheduling and notice of all meetings:

**Regular Meetings:** The Regular Meetings of the Board of Trustees shall be held on the 2nd and 4th Tuesday of each month at 7 pm at the Township Hall located at 21 S. Broad St, Canfield, Ohio. Notice of

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

4

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

said meetings will be posted on the Township website and sign in front of the Township Hall, which is provided for that purpose. Notice shall be given to *The Vindicator an edition of the Tribune Chronicle*.

**Special/Emergency Meeting:** Notice of special meetings for the Board of Trustees shall be given by posting advance written notice of the meeting by posting on the Township website and sign in front of the Township Hall, which is provided for that purpose. Additionally, notice of all special meetings will be given to *The Vindicator an edition of the Tribune Chronicle* and any other media that requests the same. Notice of a special meeting shall be given at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as possible.

**Content of Notice:** Notice of Special Meetings of the Board of Trustees shall contain the following information: 1) Date 2) Time 3) Place and 4) Purpose of the meeting.

**Written Notice upon Request:** The Township will provide advance written notice of special meetings to anyone who provides their request verbally or in written form to the Fiscal Officer or designee and provides an E-mail address, self-addressed pre-paid envelopes or postcards. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2020-01-14-04

#### Legal Counsel

Mr. Paloski moved to approve Mahoning County Prosecutors according to ORC 309.09A as the Township's first legal counsel and hire outside legal counsel as needed in accordance with the Counsel's expertise. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2020-01-14-05

#### Parking Ban

Mr. Paloski moved to continue the use of the emergency parking ban as established in 2009 as provided by ORC 505.17. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2020-01-14-06

#### Appointment of Union Liaison

Ms. Cartwright moved to appoint Mr. Governor as the Union Liaison. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2020-01-14-07

#### Trustee Appointment to Cardinal Joint Fire District Board

Mr. Governor moved to appoint Ms. Cartwright as the representative to the Cardinal Joint Fire District Board. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2020-01-14-08

#### Bureau of Workers' Compensation

Mr. Paloski moved to appoint Ms. Cartwright as representative for the Bureau of Workers' Compensation (BWC) business including overseeing BWC requirements, attending conferences, setting personnel safety meetings, promoting employer/employee safety practices thus allowing the Township to qualify for

# RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

5

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

available premium discounts. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2020-01-14-09

### Trustee Representative to District Board of Health Advisory Council

Ms. Cartwright moved to appoint Mr. Governor as representative, and Mr. Paloski as alternate, to the Mahoning County District Board of Health Advisory Council. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2020-01-14-10

### Setting Gas Mileage Reimbursement Rate

Mr. Paloski moved to set the gas mileage reimbursement rate at 57.5 cents per mile, the standard mileage rate for reimbursement of business mileage set by the Federal Government effective January 1, 2020. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2020-01-14-11

### Reimbursement for Meals and Lodging

Mr. Paloski moved to reimburse for meals and incidentals when directly related to meetings, seminars, conferences or training sessions but not to exceed a daily per diem rate of \$55.00 to \$61.00, within Ohio according to the General Services Administration (GSA) except if the amount charged for meals during a conference are higher. The acceptable reimbursement rate is the most current as established by the GSA. Receipts must accompany all meal reimbursement requests. This is applicable for programs whether an overnight stay is involved or not. Lodging is reimbursed in accordance with state per diem rates, sanctioned conference or seminar room block rates. Overnight accommodations will be reimbursed for travel over 100-mile radius or in any case deemed an emergency situation or when hazardous travel conditions exist. Advance approval is required for meetings, seminars, conferences or training sessions, except those excluded by any Code. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2020-01-14-12

### Designating the Official Newspaper

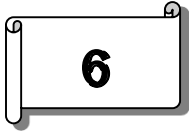
Ms. Cartwright moved to name the *Vindicator an edition of the Tribune Chronicle* as the official newspaper for Canfield Township notices. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2020-01-14-13

### Compensation for Zoning Commission

Ms. Cartwright moved to compensate members of the Zoning Commission at \$30.00 for each meeting or workshop attended. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

# RECORD OF PROCEEDINGS



MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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

### **RESOLUTION 2020-01-14-14**

#### **Compensation for Zoning Board of Appeals**

Ms. Cartwright moved to compensate each voting member of the Zoning Board of Appeals at a rate of \$30.00 for each completed case heard. All members including alternates will be compensated \$30.00 for any workshops attended. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### **RESOLUTION 2020-01-14-15**

#### **Requesting Advances from the County Auditor**

Ms. Cartwright moved to approve the Fiscal Officer to request advances from the Mahoning County Auditor for 2019 real estate property collections as funds become available during the year. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### **RESOLUTION 2020-01-14-16**

#### **Spending Limits**

Mr. Paloski moved to allow the following individual spending limits as follows: Each Trustee and Fiscal Officer at \$3,000 each the Township Administrator at \$2,500, the Assistant Road Superintendent at \$1000 and the Public Works Maintenance Worker Shawn Stack at \$500. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### **RESOLUTION 2020-01-14-17**

#### **Direct Payroll Deposit**

Mr. Paloski moved to approve the Fiscal Officer to release payroll for direct deposit 24 hours in advance, so the Township can meet its payroll obligations when payday falls on a legal holiday or the Federal Reserve and/or banks are closed. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### **RESOLUTION 2020-01-14-18**

#### **Interest Payment Transfers**

Ms. Cartwright move to approve the Fiscal Officer to transfer interest payments posted into the Township's investment account with Farmers Investment Group to its primary checking account at Farmers National Bank. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### **ADJOURNMENT**

With no further business before the Board, the Chairman called for adjournment at 7:51p.m.

\_\_\_\_\_  
Mr. Brian W. Governor, Chairman

\_\_\_\_\_  
Mr. Joseph N. Paloski, Vice-Chairman

\_\_\_\_\_  
Ms. Marie Izzo Cartwright, Trustee

\_\_\_\_\_  
Ms. Carmen I. Heasley, Fiscal Officer