
RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on July 21, 2020 at 7:00 P.M.

Canfield Township Trustees held a special regular meeting in the Canfield Township Hall on Tuesday July 21, 2020. The meeting was opened at 7:00pm by Chairman Brian Governor. The legal advertisement for this meeting ran in *The Vindicator an edition of the Tribune Chronicle* on July 17, 2020 as required by the Ohio Sunshine Law.

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 of most meetings are available for listening to in the Township Hall, and a copy may be obtained upon request from the Fiscal Officer.

ATTENDANCE ROLL CALL

There was no one present for public presentation. The Chairman requested that Denise M. Joseph, Fiscal Officer, call the attendance roll:

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

Excused from the meeting was Township Administrator and Road Superintendent Keith Rogers.

MINUTES: Chairman Governor moved to approve the following minutes of July 1 and June 23, 2020. Both were accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: The Administrator's report was given to the the Board in advance of this meeting. The only comment by the Board was on the upcoming appliance drive. There is a possibility that the High School wrestling team may not be available for unloading appliances. It was suggested inquiring with the Mahoning County Recycling Center for alternate unloading ideas, and the use of dollies if needed.

PUBLIC WORKS REPORT: The PWD indicated that two safety barrels were stolen, therefore the Board requested filing a police report. Mr. Governor stated the public works report should contain more detail as it pertains to catch basin maintenance. Cindy Williams, Administrative Assistant to the Trustees will transfer the catch basin information to the Township's master excel file. Ms. Cartwright suggested the PWD also indicate the overall condition of each basin for future replacement planning.

ZONING REPORT: Mr. Governor commented on the property at 7565 S. Palmyra Rd., concerning the conditional use permit that was granted in 2007 to the homeowner for an automotive repair business. The Cardinal Joint Fire District was called concerning the fumes, since spray painting is being done as part of this business. Although a commercial paint booth was present it was not assembled or functioning, which is in direct violation of the Ohio Fire Code due to lack of spray booth and suppression system. Once the booth is up and functioning a full fire inspection will be needed and a permit obtained from Mahoning County Building Department. The spray booth must comply with all codes; building, administrative, fire, mechanical and electrical. According to Township

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Zoning Resolution Section 320, the Township may revoke a conditional use permit upon written evidence by any citizen or official violation of this resolution, which the Township has from the Fire District and in accordance with ORC Section 519. The Board discussed further and agreed the Zoning Inspector should send a certified letter informing the homeowner that the conditional use permit will be pulled if the violations are not rectified and a stop work order will be placed on the business.

Ms. Cartwright commented the Colonial Motel is being auctioned off July 27, 2020 at 4pm.

Mr. Governor noted another letter from the Cardinal Joint Fire District regarding a vacant residence, 8477 Columbiana-Canfield Road that is in total disrepair and needs to be demolished. Ms. Cartwright stated a letter needs to be sent to the homeowner notifying them of the issues and what can be done to the property, then allowing 30 days to comply.

The Board again discussed the removal of the stock piled dirt from the property on Tippecanoe Road. Correspondence from the Prosecutor's office was read and the Trustees agreed that the Township will continue to work with the property owner and revisit the situation in 60 days.

Mr. Governor stated when the 2015 Zoning Rules and Regulations book was redone, the zoning map was not updated, therefore the Zoning Commission is working to complete it so the land use plan can be finalized.

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

FISCAL OFFICER'S REPORT: Mrs. Joseph reported on the CDs coming due at the end of August. The Board reviewed the investment listing and decided to move \$500,000 to Star Ohio and as other CDs come due, move them over as well. Ms. Cartwright suggested watching the rates for the next six months before reinvesting.

Mr. Governor mentioned the Cares Act Funds and creating a spreadsheet listing all COVID related purchases/expenses with backup. The Township can get reimbursement from March 2020 through December 2020.

The new server arrived and Mr. Rogers will contact the technician to set up the computer and the Uniformed Accounting Network (UAN) software. Ohio Township Association Risk Management Authority (OTARMA) Insurance sponsors a class on security dealing with UAN servers and the Board agreed Mr. Rogers and the Trustees' Administrative Assistant Cindy Williams should attend.

Mr. Governor questioned when the temporary budget needs to be approved for 2021. Mrs. Joseph stated the first and second deadline for the temporary budget was waived, however, an email will be received with a new deadline date. Mr. Governor commented on OTARMA benefits

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that include property appraisals, which has been signed. The appraisals for the buildings and car will be updated.

Mrs. Joseph stated a letter was sent requesting real estate advance's with the new dates and how residents are paying.

OLD BUSINESS

RESOLUTION 2020-07-21-100

Advertise a Public Works Department Part-Time Position

Mr. Governor moved to advertise on indeed.com for the position of part-time Public Works Department employee. The ad will run for two weeks at cost not to exceed \$210. Mr. Paloski seconded the Motion. Discussion: The indeed.com advertisement will be on the Township Credit Card. This posting continues to be on the Township website. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2020-7-21-101

Then and Now Purchase Order

Mr. Governor moved to approve Purchase Order 24-2020 to Farmers National Bank credit card, which is a Then and Now Purchase Order, for a grand total of \$1,348.74. This is for the purchase of a Dell computer and monitor to be utilized as the UAN server for the Township hall. Ms. Cartwright seconded the Motion. Discussion: This new sever will enable the Fiscal Officer and Assistant Fiscal Officer to work remotely especially during the current health emergency. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-7-21-102

Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #13955 through #13993, electronic payments 338-2020 through 405-2020 for a grand total of \$114,128.74 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 2020-07-21-103

Transfer from the General Fund to the Road Fund

Mr. Paloski moved to approve transfer from the General Fund appropriation line #1000-910-910-0000 (Transfer Out) a total of \$25,000 to the Road Fund revenue line #2141-931-0000 (Transfer In). Mr. Governor seconded the Motion. Discussion: This transfer is being done on the request of the Fiscal Officer to have enough funds in the Road Fund to cover payroll and road expenditures. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-104

Transfer of Investment Funds

Ms. Cartwright moved to authorize the Fiscal Officer to transfer \$500,000 from the primary checking account at Farmers Bank to the Star Ohio Plus account. Mr. Governor seconded the Motion.

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Discussion: This is an excess of funds due to several CDs coming due and automatically transferred into the Township checking account. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-7-21-105
Then and Now Purchase Order

Mr. Paloski moved to approve Purchase Order 25-2020 to Ohio Township Association Risk Management Authority, which is a Then and Now Purchase Order, for a grand total of \$24,775. Mr. Governor seconded the Motion. Discussion: This is the Township's primary property and liability insurance. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-106
Professional Legal Services- Albers and Albers

Mr. Governor moved to approve payment to Albers and Albers Attorneys at Law for legal services provided to Canfield Township in May of 2020 in the amount of \$666.25. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-107
Headstone Restoration Grant

Ms. Cartwright moved to approve Chairman Governor to apply for a \$1,000 Grant through the Ohio Department of Commerce Division of Real Estate & Professional Licensing for Headstone Restoration at Dean Hill Cemetery for fiscal year 2021. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-108
Handicap Ramp Replacement Project

Ms. Cartwright moved to enter into an agreement with the Mahoning County Commissioners through the Office of Management and Budget, Special Projects Program for the upgrade to the south wall of the Township Hall and replacement of the handicap accessibility ramp. The Grant allocation is for \$70,580.00. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-109
Summit Road Ditching Project

Mr. Paloski moved to approve Foust Construction, Inc. to perform all necessary work required for the cleaning and removal of all debris within the drainage easement ditch on Summit Road between house numbers 6705 and 6725 at a cost not to exceed \$4,976.00. Mr. Governor seconded the Motion. Discussion: This will be a reimbursable project through the ABC Water and Stormwater District. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

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RESOLUTION 2020-07-21-110
2020 Township Paving Program

Mr. Governor moved to approve Lindy Paving as the best low qualified bidder to perform all necessary work required as it relates to the 2020 Township Paving Program at a cost not to exceed \$205,187.55. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-111
Canfield Wrestling Team Donation

Mr. Governor moved to approve payment to the Canfield Wrestling Team for \$500.00 as a donation in exchange for their help during the Appliance Recycling event, scheduled for Saturday, August 8, 2020 at the Canfield Fairgrounds. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-112
Video Service Fee from Armstrong Utilities

Ms. Cartwright moved that in accordance with ORC 1332.32 Canfield Township will collect a 3% video service provider fee from Armstrong Utilities. This 3% fee has been collected since the original franchise agreement with Armstrong in 2006. Ohio House Bill 117 changes the way cable television operators secure franchises in Ohio, with it now being collected through its Video Service Authorization. The collection of this fee does not preclude other cable or internet providers from offering services in Canfield Township. Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-113
Canfield Township
Coronavirus Relief Distribution Fund

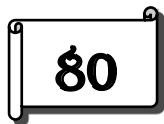
Ms. Cartwright moved that WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

WHEREAS, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in House Bill 481 of the 133rd General Assembly (HB 481); and

WHEREAS, HB 481 requires subdivisions receiving funds under Section 1 of the act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, Canfield Township is requesting its share of funds from the Mahoning County Coronavirus Relief Distribution Fund.

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NOW THEREFORE, be it resolved that the Board of Trustees of Canfield Township affirms that all funds received from the Mahoning County Coronavirus Relief Distribution Fund pursuant to HB 481 be expended only to cover costs of the Township consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in Canfield Township's most recently approved budget as of March 27, 2020; and
- (3) Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

FURTHERMORE, in compliance with HB 481, be it resolved by the Board of Trustees of Canfield Township that the Canfield Township Fiscal Officer take all necessary action to:

- (1) On or before October 15, 2020, pay any unencumbered balance of money in the Canfield Township's local coronavirus relief fund to the Mahoning County Treasurer;
- (2) On or before December 28, 2020, pay the balance of any money in the Canfield Township's local coronavirus relief fund to the state treasury in the manner prescribed by the Director of the Ohio Office of Budget and Management; and
- (3) Provide any information related to any payments received under HB 481 to the Director of the Ohio Office of Budget and Management as requested.

Mr. Governor seconded the Motion. Discussion: This resolution has been placed on Township letterhead with added signature lines for all Trustees and the Fiscal officer for submission to the Mahoning County auditor and the Office of Budget and Management (OBM). Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-07-21-114

Township Gas Aggregation Program

Mr. Governor moved to authorize of all actions necessary to support the continuation of a governmental natural gas aggregation program with opt-out provisions pursuant to section 4929.26, Ohio Revised Code, directing Keith Rogers, Township Administrator to execute a supply agreement with Interstate Gas Supply, Inc and Volunteer Energy Services to continue a natural gas aggregation program beyond September 2020 when the current supply agreement ends through September 2023. Ms. Cartwright seconded the Motion. Discussion: It is the recommendation of Independent Energy Consultants and Keith Rogers, Township Administrator to sign these 3-year contract amendments with IGS Energy for the Dominion residents and Volunteer Energy for the Columbia residents. Longer-term pricing is producing record-low rates and it makes sense to lock in those attractive rates for a longer period. We do have the ability to select a 3-year "NYMEX plus" formula (which can be left as a variable rate or converted to a fixed rate at any time). This formula is used to lock in a rate for the desired period, most likely the full three-year term to provide price protection and budget stability for the Township's residents and small businesses. Current supplier pricing is currently producing historically low rates better

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than the current program rates and lower than the rates residents can get by shopping on their own. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Trustee Comments: Mr. Governor reminded the Board that the three-year Sheriff's contract expires at the end of 2020. The Board agreed to have Mr. Governor begin negotiations. The Board has ongoing traffic concerns with Meijer grocery store as to possibly building a gas station in Boardman Township at the corner of Lockwood Boulevard and Tippecanoe. The Board decided that a letter be created and sent by Ms. Cartwright to the Boardman Zoning Commission and Boardman Trustees opposing the zone change and construction. The Board recognizes the quarterly meeting with the PWD has been delayed due to COVID-19 and will look to reschedule in October.

RESOLUTION 2020-07-21-115

Executive Session

In accordance with ORC 121.22 Mr. Governor moved to adjourn into executive session at 8:42 pm specifically for: G1- Consider the compensation of a public employee, G2- Consider the purchase of property for public purposes and G3- Consider the demotion of a Township official. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

The Board re-entered public session at 9:54pm.

Mr. Governor announced a special meeting on August 7 at 10am at Township Hall for the purpose of going into executive session to consider the compensation of a public employee.

Next Meeting Date: Special Meeting August 7, 2020 at 10am. The Board will hold its next regular meeting on August 11, 2020 at 7:00pm. It is scheduled to be at Township Hall but could be changed to a virtual meeting, however it will be advertised appropriately.

ADJOURNMENT

With no further business before the Board, Chairman Governor adjourned the meeting at 9:55 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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