

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on March 10, 2020 at 7:00 P.M.

Canfield Township Trustees met in regular session in the Canfield Township Hall on Tuesday, March 10, 2020 at 7:00pm. Chairman Governor 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 maybe obtained upon request from the Fiscal Officer.

ATTENDANCE ROLL CALL

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

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

PUBLIC PRESENTATION

Mr. Chester Kaschak of 7425 S. Palmyra Rd. notified the Board that he received three to four phone calls from neighbors regarding an individual placing stakes on their road. He noted that the surveyor was from MS Consultants surveying the road for a sanitary sewer line for the City of Canfield. His concern was if the City runs sanitary sewer lines on S. Palmyra Rd. would he along with his neighbors be required to tie into it and pay for it? Mr. Kaschak stated he doesn't think it would be fair if his neighbors and he were required to pay for the installation because S. Palmyra is a township road. He also had discussions regarding where a lift station would be located with the surveyor. Township Administrator, Keith Rogers, mentioned that he has contacted the Mahoning County Engineer's office but has not heard back from them. Ms. Cartwright questioned if the area Mr. Kaschak was referring to was on the west side of Palmyra Rd? Her concern is running of a sanitary line to over 200 acres of vacant land and stated developers are responsible for the infrastructure not taxpayers. Susan Greco mentioned that years ago the Sanitary Engineer had the City service the water for properties located around North Broad St. and Shields Rd. which were in the township and they did not require annexation. Mr. Rogers explained if a property is within 200 feet of the sanitary line the Mahoning County Health Department requires tying into the line and charges a fee. Mr. Kaschak further mentioned that he is happy with his well water and septic system and his wishes are to keep the township rural. Ms. Cartwright asked Mr. Rogers to inform the Trustees when he finds out additional information.

MINUTES: Chairman Governor requested corrections or additions to the regular meeting minutes of February 11, 2020 as presented. The minutes with suggested changes incorporated were accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Rogers explained that he received an estimate from CT Consultants for the Road Evaluation Program. He explained that CT offered to go out, access every single road, and provide a list of the worst to the best, measure length and width, and recommend asphalt thickness per street. The estimate listed fifty-four hours to perform the evaluation for the township. In the past, Mr. Rogers and Mr. Burkett, Assistant Road Foreman, would determine which roads were to be paved each spring. Ms. Cartwright believes the Township would benefit from an independent opinion on our roads. Mr. Governor stated that budget issues at times have had an impact on the paving program. Mr. Paloski questioned if there has ever been an

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issue with the selection of which roads to pave? Mr. Governor mentioned that Mr. Rogers is an Engineer by trade and the Public Works Department has been familiar with the township roads for over 20 years. The Evaluation would cost \$6,500 and would be a very limited detail scope based on CT's perceived surface conditions of each township owned street. The final list would prioritize streets to resurface each year. Ms. Cartwright asked for a master priority paving list regardless of whether it is provided in house or by CT, just as long as it is done. Mr. Governor agreed.

PUBLIC WORKS REPORT: Ms. Cartwright asked about delivery of salt and the need for a piler. Mr. Rogers could not confirm the delivery date for the salt, but feels a piler will be needed since the salt dome is at 90% full. Mr. Governor stated that the Board only wants to purchase 90% of the salt contract. The amount to date received for the school was questioned. The Fiscal Officer Ms. Heasley said the school is billed once at the end of the season. Ms. Cartwright suggested putting together a written policy as to when the school is billed, since she thought a bill was generated as the salt was picked up.

Mr. Rogers clarified that the deed listing two individuals that were to be buried in one cemetery plot that was discussed at last meeting can be done if both are cremated or if one is cremated and one is a full burial. Ms. Cartwright suggested that the deeds be updated to indicate either a full burial or cremation. Cemetery deed plot lot #527 was then signed by all three trustees. Mr. Governor moved to accept the Administrator/Road Superintendent and the Public Works Report as presented.

State Representative: Mr. Governor recognized that State Representative Don Manning was present at the meeting and thanked him for attending. Mr. Manning stated that he was present as a spectator and periodically visits to let everyone know he is available. Furthermore, he mentioned that the Capital Budget is still being reviewed and he's waiting for the first draft of the final version hoping that all the township items are included.

FISCAL OFFICER'S REPORT: Chairman Governor called on the Fiscal Officer, Carmen I. Heasley, to present the financials. The Fiscal Officer reviewed warrants and electronic payments.

Ms. Heasley reported receiving a letter from War Vet Museum requesting their annual \$1,000 donation for the Memorial Day Activities at the end of May.

Mr. Governor called on incoming Fiscal Officer, Denise Joseph to explain the updated credit card information. She explained that two applications need to be signed after a Resolution is passed. The first is to increase Mr. Roger's spending limit to \$7,500 and the second is to apply for a new card in Denise M. Joseph's name with a limit of \$2,500 effective April 1, 2020. Mr. Governor moved to accept the Fiscal Officer's report as presented.

NEW BUSINESS

RESOLUTION 2020-03-10-42

Township Administrator's Farmers National Bank Credit Card

Ms. Cartwright moved to increase the spending limit of the Township Administrator's Farmers National Bank credit card in the name of Keith Rogers from \$2,500 to \$5,000. He will be the only authorized user and limited to Township expenditures. Receipts must be received by the Fiscal Officer immediately after purchases and can be emailed. Mr. Governor seconded the Motion. Discussion: Ms. Cartwright noted that before the card is used for any purchase, the Township Administrator must confirm that there is a purchase order to cover such expenditure. The Township

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Credit Card Policy will change to reflect changes to credit limits. Mr. Rogers will have to update and sign the current Township Credit Card Policy forms before using the new credit card. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-03-10-43

Fiscal Officer's Farmers National Bank Credit Card

Mr. Paloski moved to close the Farmers National Bank credit card in the name of the retiring Fiscal Officer Carmen I. Heasley on March 31, 2020 and open a new credit card in the name of the newly elected Fiscal Officer Denise M. Joseph to be available on April 1, 2020. This card is limited to Township expenditures and the credit limit will remain at \$2,500. Mr. Governor seconded the Motion. Discussion: Mr. Paloski noted that before the credit card is used the Fiscal Officer, Denise M. Joseph must sign the current Township Credit Card Policy forms. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0. NOTE: The total Canfield Township Farmers National Bank credit card limit will be \$7,500 (\$5,000 for the Township Administrator and \$2,500 for the Fiscal Officer's credit card.)

RESOLUTION 2020-03-10-44

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #13797 thru #13822, electronic payments 103-2020 thru 135-2020 for a grand total of \$330,656.71 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 2020-03-10-45

Township's Community Park Fertilization Contract

Ms. Cartwright moved to accept the best low qualified bid for the fertilization maintenance from Cross Brothers Landscaping, LLC for \$1,475.00 per treatment for the Township Community Park located on the south side of Herbert Road for the year 2020. The Fertilization contract reads three applications for common areas plus two applications of all athletic fields for a total not to exceed \$4,425.00. The funds will come from the General Fund Park Contact Services. Mr. Governor seconded the motion. Discussion: Ms. Cartwright noted that the Canfield Soccer Club as per our contract, will fertilize all athletic fields (3) times this season. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2020-03-10-46

Township's Community Park Lawn Maintenance Contract

Mr. Paloski moved to accept the best low qualified bid for the Township's Community Park lawn mowing maintenance from Easton Lawn Service for the area included in the bid package noted as area #1 located on the south side of Herbert Road at a cost of \$199 per cut. This will be 25 cuts not to exceed \$4,975. The funds will come from the General Fund Park Contact Services. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

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Resolution 2020-03-10-47

Administrator's Desk

Mr. Governor moved to approve the purchase of an L shaped sectional desk from Modern Office Products as part of the continued efforts to remodel the Township's office space at a cost not to exceed \$950.00 installed. The funds will come from the General Fund's Machinery, Equipment & Furniture. Ms. Cartwright seconded the motion. Discussion: Mr. Governor noted that the Township administrator does not currently have a desk. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Resolution 2020-03-10-48

Hall and Office Staff Chairs

Ms. Cartwright moved to approve the purchase of (8) Pro-Line II #XX96 High-Back chairs to replace the existing chairs for the Trustees' table and side table used by the Township Administrator and media in the Township Hall and the Administrator's and Zoning office from OfficeMax at a cost not to exceed \$2,900.00. The funds will come from the General Fund Machinery, Equipment & Furniture. Mr. Governor seconded the motion. Discussion: The current chairs in the hall are 10 years old and have multiple issues from the hydraulic cylinders not holding the height to the material on the seats falling apart. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Trustee Comments: Ms. Cartwright suggested paving Canfield Township's portion of Burgett Rd. at a cost of approximately \$5,500. Mahoning County plans to pave their portion of Burgett Rd.

Mr. Paloski suggested adding gas and electric aggregation on the new webpage.

RESOLUTION 2020-03-10-49

Executive Session

In accordance with ORC 121.22, Mr. Governor moved to adjourn into executive session at 8:21pm specifically for exception G (2) to consider the purchase of property for public purposes. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

The Board re-entered the public meeting at 8:31pm.

Next Meeting Dates: The Board will hold regular Board meetings on Tuesday, March 24 and Tuesday, April 14 at 7:00pm and a special regular budget hearing on March 18 at 8:30 am.

ADJOURNMENT

With no further business before the Board, Chairman Governor adjourned the meeting at 8:33 pm.

Mr. Brian W. Governor, Chairman

Mr. Joseph N. Paloski, Vice-Chairman

Ms. Marie Izzo Cartwright, Trustee

Ms. Carmen I. Heasley, Fiscal Officer