
RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on April 13, 2021 at 7:03 P.M.

Canfield Township Trustees held a virtual regular meeting on Tuesday, April 13, 2021, at 7:03pm. The meeting via Webex was also made available to the public. The meeting was opened by Chairman Brian Governor at 7:03pm. The legal advertisement for this meeting ran in *The Vindicator, an edition of the Tribune Chronicle* on April 9, 2021 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.

PUBLIC PRESENTATION

Chairman Governor stated that public presentation was suspended for this meeting. Any comments or suggestions can be made via e-mail by visiting www.canfieldtownship.org or if preferred Trustees and the Fiscal Officer's contact numbers can be found there as well.

ATTENDANCE ROLL CALL

The Chairman requested that Carmen Heasley, Assistant Fiscal Officer, call the attendance roll:

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

Also present was Township Administrator/Road Superintendent Keith Rogers and Assistant Fiscal Officer Carmen Heasley.

MINUTES: Chairman Governor moved to approve the following minutes of March 9, and March 23, 2021. The minutes with suggested changes were incorporated and accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Governor requested an update on the fallen trees at Indian Run. Mr. Rogers stated four trees total fell in the Indian Run detention area. The Township's insurance was contacted and was informed the fallen trees were an "act of nature". A quote was received to finish cutting up the trees and removing the debris. However, an individual homeowner removed one of the trees that had fallen on their fence and in turn, invoiced the Township. The Mahoning County Prosecutor's office was contacted for an opinion on paying the homeowner. The Board will discuss further after the opinion is received.

Mr. Rogers received a quote of \$23,750 for paving and repairing the Township Hall driveway and lot. The contractor who replaced the handicapped ramp included \$3,000 for paving a 50' by 3' wide stretch of the driveway in his bid, however if the Trustees decide to pave the entire drive that amount would be considered non-performed and could be used for the larger paving project. A surveying crew is scheduled to locate the property pins for \$600.

Mr. Rogers updated the Board on the possibility of using two vacant lots south of the Public Works Department (PWD) building for a new recycling site. The driveway back to the site would be 22' wide and 112' off of Messerly Road which would put it about even with the PWD office; a concrete pad

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would be installed to the east measuring 48' by 62' and 8" thick, this would standup to the garbage trucks and cars and making it easier for the trucks to turn around. Quotes were received one at \$172,104 and the other between \$56,000 to \$60,000. There is approximately 403 cubic yards of earthwork to be removed, base stone, restoration, mobilization and fencing. Mr. Rogers will speak with the prosecutor's office to see if bidding is necessary, since this is not a road project. The Board agreed to move forward.

Mr. Governor questioned when the Sheriff's substations roof was shingled. Ms. Cartwright suggested having Cindy Williams, Administrative Assistant look through the minutes from 2008 or 2009.

Mr. Governor mentioned the Mahoning County Township Association's (MCTA) Safety Infrastructure Plan meeting will take place Thursday, April 15 at 7:00 pm at Austintown Township Hall for a consensus from each Township on the next steps. Ms. Cartwright will be attending.

Public Works Report: Mr. Governor stated street sweeping will begin the last week of April and hopefully be completed in about a week. The Board discussed authorizing Mr. Rogers to approve overtime if necessary, in order to complete the street sweeping within a week. This project will be submitted to the ABC Water and Stormwater District for all related expenses.

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

FISCAL OFFICER REPORT: The Board discussed whether it was more beneficial to maintain an annual retainer with Clemans-Nelson & Associates, Inc. or to be billed an hourly rate when their services were needed. It was decided an hourly rate would be more cost effective at this time. Mr. Governor will follow up with Robin Bell at Clemans-Nelson.

The Board had no objections to the liquor licenses for Kensington Hospitality, but directed Mr. Rogers to have the appropriate spreadsheet updated by its Administrative Assistant Cindy Williams.

The Board unanimously approved an \$800.00 donation to the War Vet Museum for the purchase of the Memorial Day Honor Plaque.

Mr. Governor moved to accept the Fiscal Officer's Report as presented.

OLD BUSINESS

RESOLUTION 2021-04-13-59

AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2021

Ms. Cartwright moved to approve the Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2021. WHEREAS, the CANFIELD TOWNSHIP, MAHONING COUNTY (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio

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Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and

b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and

d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and

f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 30 by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract. Mr. Governor seconded the Motion. Discussion: Canfield Township is agreeing to purchase 990 tons of salt which includes 90 tons for Canfield Local Schools. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

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RESOLUTION 2021-04-13-60

Robert H. Neff Memorial Bikeway – 2021 Permanent Budget

Mr. Governor moved to approve increasing appropriation line #1000-610-730-0000 (Improvement of Site – Park) from zero to \$299,000 therefore, increasing the 2021 Permanent Budget appropriations from \$1,564,543.00 to \$1,863,543.00. Revenues will remain the same that already include the grant from the Mahoning County Commissioners of \$99,000 through the **Mahoning County General Fund** and \$200,000 coming from the **Clean Ohio Trails Fund (ODNR)** for the Robert H. Neff Memorial Bikeway Project. Ms. Cartwright seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2021-04-13-61

Robert H. Neff Memorial Bikeway Engineering

Mr. Governor moved to contract with CT Consultants for the Robert H. Neff Memorial Bikeway Project to proceed with the necessary engineering in the amount of \$41,300. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2021-04-13-62

Summer Meeting Schedule

Mr. Governor moved to adopt a Summer Meeting Schedule as in past years to one meeting a month from June through September 2021 with the regular meeting schedule resuming in October. During the summer, the meetings will take place on the second Tuesday of the month unless otherwise advertised and in October, the regular meeting schedule will return to the second and fourth Tuesdays of each month. Ms. Cartwright seconded the Motion. Discussion: Ms. Cartwright informed the Board she wouldn't be available for the second Tuesday in June and the Board decided it would discuss possibly changing the date at a later meeting. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2021-04-13-63

Purchase Order

Mr. Governor moved to approve Purchase Order #19-2021 for a grand total of \$41,300. Mr. Paloski seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

RESOLUTION 2021-04-13-64

Warrants & Electronic Payments

Mr. Governor moved to authorize the payment of all the Township's outstanding obligations. Mr. Paloski seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Trustee Comments: Ms. Cartwright spoke with Enid Maldonado, who is in charge of the Fourth of July parade, and informed her that the Board approved a \$4,000 donation for this event. Mrs. Maldonado will forward the invoices as in the past. Mr. Governor stated there are still masks to be distributed. The Board discussed getting the word out and making sure local businesses have received them; also revisiting the churches and hotels which is also a way to distribute to the

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population. The next meeting, masks that are left Mr. Paloski will post on social media. The Board discussed projects that the Trustees are working on and noted that special meetings will need to be scheduled to discuss several of these: 1. Policies and Procedures Trustee Cartwright 2. Investment Policy Trustee Cartwright 3. OTARMA/IT Trustee Paloski 4. Capital Improvement Plan Trustee Governor 5. Document Retention Trustee Governor and Fiscal Officer Joseph.

Next Meeting Date(s): The Board will have regular meetings on April 27, 2021; May 11 and 25, 2021 at 7:00pm. These meetings are scheduled to be virtual via WebEx, however, they will be advertised appropriately.

ADJOURNMENT:

With no further business before the Board, Chairman Governor adjourned the meeting at 8:12pm.

Mr. Brian W. Governor, Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Marie Izzo Cartwright, Vice-Chairman

Mrs. Denise M. Joseph, Fiscal Officer

Minutes prepared by:

Cindy Williams

Administrative Assistant to the Board of Trustees

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