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# RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on June 22, 2021 at 7:02 P.M.

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Canfield Township Trustees held a virtual regular meeting on Tuesday, June 22, 2021, at 7:02pm. The meeting via Webex was made available to the public and was opened by Chairman Brian Governor at 7:02pm. The legal advertisement for this meeting ran in *The Vindicator, an edition of the Tribune Chronicle* on June 18, 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](http://www.canfieldtownship.org) or if preferred Trustees and the Fiscal Officers contact numbers can be found there as well.

## ATTENDANCE ROLL CALL

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

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

Also present was Township Administrator/Road Superintendent Keith Rogers, Assistant Fiscal Officer Carmen Heasley and Township resident Brigid Novak of 4308 Adeer Drive.

Ms. Novak addressed the Board on her concerns about large playscapes in the Township. The Board will discuss further on possibly implementing zoning regulations on these types of structures.

**MINUTES:** Chairman Governor moved to approve the following regular minutes of May 5, 11, 25; and the budget meeting minutes of May 25, 2021. The minutes with suggested changes were incorporated and accepted.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Mr. Rogers updated the Board on the Hall project; paint colors have been decided and the painting contractor is scheduled to begin June 24. Ms. Cartwright would like to see the beadboard stained, however if there are time restraints then painting is acceptable. The carpet is due to be installed at the end of the month but can be rescheduled if needed.

Mr. Rogers stated he is in the process of submitting a letter to the Mahoning County Green Team requesting a grant for \$9,000 which could be applied to the recycling site project at Public Works. The total cost of the project is between \$35,000 and \$40,000, which includes \$25,000 for the 40' x 52' concrete pad work. He will get a quote on an 8' high chain link fence and discuss this height with the zoning inspector to see if the Township needs to go before the Zoning Board of Appeals for a height variance. Mr. Governor stated that Mr. Rogers received three quotes for the replacement/repair of the Sheriff's sub-station roof. All quotes were comparable consisting of three-

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dimensional shingles, 50-year warranty and work perimeters. Mr. Rogers stated the best low qualified contractor was Aim Roofing and assured the Board that Aim Roofing was very reliable. A resolution will be written for the next meeting.

Mr. Rogers stated that one resume was received from indeed.com for the part-time employment position at the Public Works Department. The Board asked Mr. Rogers to schedule an interview with the candidate and Bob Burkett, Assistant Public Works Maintenance Foreman; and to continue the job post on indeed.com for two additional weeks. The advertisement will also remain on the Township's website.

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

**FISCAL OFFICER REPORT:** Mrs. Joseph agreed with the Board to schedule a Budget meeting to discuss new line items in the budget, Medicare and Ohio Public Employees Retirement System (OPERS); also a printout of the Automated Clearing House (ACH) Agreement with Farmers National Bank will be at the office for the Board to sign.

Mrs. Joseph reported she is looking into a new fuel card for the Public Works Department that gives flexibility at Sheetz or GetGo; it will accumulate that receive reward points that are not currently available. Ms. Cartwright suggested making sure it meets the Township's Credit Card Policy.

Mr. Governor noted that the Ohio Township Association Risk Management Authority (OTARMA) conducted its annual insurance review and the Township's premium was reduced. The Board will pass a resolution for payment this evening.

**Correspondence/Other:** Checks will be at the Township Hall for Board signatures; and three sets of Cemetery Deeds require signatures; James & Dianne Pitcairn lot #541, Katherine Mitchell lot #542 and Jeff & Noreen Sabo lot #543.

Mr. Governor moved to accept the Fiscal Officers Report as presented.

**OLD BUSINESS**  
**RESOLUTION 2021-06-22-76**  
**2021 Township Paving Program**

Ms. Cartwright moved to approve R.T. Vernal Paving and Excavating as the best low qualified bidder to perform all necessary work required as it relates to the 2021 Township Paving Program at a cost not to exceed \$150,502 which is \$54,181 from Ohio Public Works Commission (OPWC) and \$96,321 as the Townships share. The Contractor will receive the Notice to Proceed once the Grant Funding from the OPWC is released. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

**NEW BUSINESS**  
**RESOLUTION 2021-06-22-77**

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## **Soccer Club Garage Lease**

Mr. Paloski moved to enter into an annual lease agreement with the Canfield Soccer Club for the use of the garage portion of the multi-purpose building at the Township Community Park at cost of \$1000, for the term of June 1, 2021, to May 31, 2022. The agreement was created and reviewed by the Mahoning County Prosecutor's office and is on file at the Township Office. Mr. Governor seconded the motion. Discussion: The Board will need to sign this agreement. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## **RESOLUTION 2021-06-22-78**

### **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, June 26, 2021, at the Canfield Fairgrounds. The funds for this donation will come from the Recycling Fund. Ms. Cartwright seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## **RESOLUTION 2021-06-22-79**

### **Declare Computer & Electronic Equipment**

Mr. Governor moved to declare a comprehensive list of computers and electronic equipment as salvage. These items will be taken to Southside Recycling for destruction and processing. The complete list will be attached to this meeting's minutes. Mr. Paloski seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## **RESOLUTION 2021-6-22-80**

### **Purchase Order**

Mr. Governor moved to approve Purchase Order 28-2021 to R. T. Vernal Paving and Excavating for a grand total of \$140,632.40 for the 2021 paving program. Ms. Cartwright seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## **RESOLUTION 2021-6-22-81**

### **Purchase Order**

Mr. Governor moved to approve Purchase Order 27-2021 to the Ohio Township Association Risk Management Authority for a grand total of \$23,096.00. Mr. Paloski seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## **RESOLUTION 2021-06-22-82**

### **Warrants & Electronic Payments**

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

**Trustee Comments:** Mr. Governor mentioned the Public Works Department (PWD) Dumpster agreement with the Green Team; the Board would like Mr. Rogers to continue to sign the agreement. Ms. Cartwright suggested Mrs. Williams research to see if a resolution was passed to enter into the aforementioned agreement.

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Ms. Cartwright mentioned the Worker Compensation forms are updated and Mrs. Williams will make sure the packets are updated and the Public Works Department employees receive copies.

In person meetings will resume July 13<sup>th</sup>, 2021. Mrs. Williams can update the website and remove the COVID restriction notice.

Public Works Department employee Shawn Stack, will be driving the Township plow truck for the 4<sup>th</sup> of July parade. Banners for each side of the truck are ordered and T-shirts will be ready.

Mr. Governor updated the Board on the display for the Fair.

Mr. Paloski would like to discuss solar speed radar signs; and Tyler Drive could possibly be used for a trial run. Mr. Rogers stated to the Board that a speed study would have to be completed by an engineering firm. Mr. Governor stated that this could be discussed at the budget meeting.

Mr. Paloski thanked Brigid Novak for remaining online for the Trustees Meeting and bringing her concerns to the Board.

**Next Meeting Date(s):** The Board will have a special budget meeting on June 29, at 8:30am. This meeting is scheduled to be virtual via WebEx, and will be advertised appropriately. The regular meeting on July 13, 2021 at 7:00pm is scheduled to be in person at the Township Hall and will be advertised appropriately.

## ADJOURNMENT:

With no further business before the Board, Chairman Governor adjourned the meeting at 8:22pm.

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Mr. Brian W. Governor, Chairman

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Mr. Joseph N. Paloski, Trustee

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Ms. Marie Izzo Cartwright, Vice-Chairman

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Mrs. Denise M. Joseph, Fiscal Officer

Minutes prepared by:

Cindy Williams

*Administrative Assistant to the Board of Trustees*