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# RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on September 14, 2021 at 7:05 P.M.

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Canfield Township Trustees held a regular meeting in the Canfield Township Hall on Tuesday, September 14, 2021, at 7:05pm. Chairman Brian Governor opened the meeting with the Pledge of Allegiance. The legal advertisement for this meeting ran in *The Vindicator, an edition of the Tribune Chronicle* on September 10, 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 Officer's 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.

**MINUTES:** Chairman Governor moved to approve the following regular minutes of July 13 and August 10, 2021; the budget meeting minutes of July 30, 2021; special meeting minutes of August 19, 30 and September 8, 2021; and public hearing meetings of August 19 and (2) on August 25, 2021. The minutes with suggested changes were incorporated and accepted.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Mr. Rogers reported that a hose bib (faucet) at the Township Park's multi-purpose building, located to the right of the concession window, needs to be repaired. The water supply for the hose bib is in the block wall, so it could be the faucet itself or the water line that is damaged. The quote from Adam & Eve Plumbing to repair it is \$1,800 and the Board agreed to have it done this year.

Mr. Governor motioned to approve Adam & Eve Plumbing to repair the water line and new spigot at a cost not to exceed \$2,000. This repair will be expensed from 1000-610-323-0000 Repairs and Maintenance, and 1000-610-360-0000 Contracted Services. Ms. Cartwright seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

Mr. Rogers stated that Efficiency Specialists repaired the air conditioning unit at Fire Station III on Saturday. The Board had a lengthy discussion of where this call out might be expensed and more clarification on maintenance and repairs (inside and outside) of Fire Station III could possibly be

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stated in the new lease agreement with the Township and the Cardinal Joint Fire District. Mrs. Joseph will have further discussion with the Mahoning County Prosecutor's Office and Mr. Governor.

Ms. Carwright questioned Mr. Rogers on the correspondence that was sent to the residents of Pebble Beach allowing the Township to work in the easements. Mr. Rogers stated he is still waiting on replies from 2 of the residents and will follow up with a phone call.

Mr. Rogers stated the ABC Water & Stormwater District curb and gutter replacement on Villa Rosa should be completed today and lawn restoration finished next week.

The Board discussed the 2021 paving program and the possibility of paving Dean Hill Cemetery's driveways and parking lot. Mr. Rogers will obtain further information on the costs by reducing the amount of paving on St. Andrews which in turn could help fund paving at the cemetery.

Mr. Rogers stated that precautions are being taken at Millennial Moments to avoid any more water runoff to Pheasant Run.

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

**FISCAL OFFICER REPORT:** Mrs. Joseph reported that the Premier Bank CD has matured and the bank has offered a new twelve-month rate which is equivalent to the current sweep account rate. The trustees were all in agreement with continuing to keep the CD at Premier Bank however, new documents will need to be signed.

Ms. Cartwright informed the Board that several appropriations line items are close to being expensed out and funds might need to be transferred.

**Update(s):** The build date for the truck ordered from Hill International has been pushed back to November 4<sup>th</sup>, 2021.

The Township's Special Assessments are due to be sent to the Mahoning County Auditor's Office in a spreadsheet format and with the original resolution date of their formation noted. The Board discussed this topic and concluded the Township does not have the staff to complete this request. Mr. Rogers will follow up with Cheri Donofrio of the Auditor's Office. The Fiscal Office will work on the spreadsheet as time permits.

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

**Correspondence/Other:** Ms. Cartwright emailed the Board the rates for Aqua Ohio. Mr. Rogers is working with Ms. Cartwright. Water rates were requested from Youngstown to show comparison; however, information has not been received at this time.

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Mr. Governor requested an update on the OTARMA Cyber Security Application. OTARMA is requiring all Township's to fill out this application. The Fiscal Officer, Trustee Paloski, Administrator Rogers, and Administrative Assistant Cindy Williams met with Ralph Williams with International Business Solutions, Inc. and the Township's Chief Information Security Officer regarding the application and future security protocols. The Board discussed the Transient Vendor Permit Application and Packet.

Mr. Paloski moved the adoption of the following Resolution #2019-05-14-94 and Mr. Governor seconded the Motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

According to the Mahoning County Prosecutor's Office this resolution was passed however, the Board needed signatures on the complete document in order for it to be enforced by the Mahoning County Sheriff's Department. This was required to be done in open session.

The Board discussed the Professional Engine Systems Scheduled Maintenance Agreement 2022-2023 for the Generac Generator at the Public Works Department (PWD). The Board opted for the Annual Option; oil & filter change with a 16-point inspection for \$280.53 this would be expensed from the PWD Repairs and Maintenance 2141-330-323-0000. The Board agreed to have Mr. Rogers sign the agreement.

The Board agreed to move forward with Cintas for the Township Hall and Public Works Department mats. They will be serviced on a bi-weekly basis.

The Board agreed to sign a Management Consultant Agreement with Clemons, Nelson for hourly consultation if needed with Robin Bell at the applicable rates for professional services.

## OLD BUSINESS

### RESOLUTION 2021-09-14-101

#### WEX Sourcewell Fleet Credit Card

Ms. Cartwright moved to open a credit card account with WEX Sourcewell Government Fleet Card Program which will follow the procedures set forth in the Township's Credit Card Policy, including having the fiscal officer file an annual report with the Board detailing all rewards received based on the use of the credit card and observing the guidelines for authorization set forth in Section 4 of the Township Credit Card policy. Mr. Governor seconded the motion Discussion: The reason for this is to take advantage of a better fuel rewards program and the flexibility of accepting fuel sites. The existing WEX - Get Go fuel card will be closed. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## NEW BUSINESS

### RESOLUTION 2021-09-14-102

#### 2022 OPWC Paving Project

Mr. Paloski moved to approve A RESOLUTION AUTHORIZING Trustee Chairman, Brian Governor, TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED. Whereas, the State

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Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and Whereas, Canfield Township is planning to make capital improvements to qualified Township Roads through the 2022 Township Paving program, Whereas improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs, NOW THEREFORE, BE IT RESOLVED by Canfield Township: 1: The Board of Trustees Chairman is hereby authorized to apply to the OPWC for funds as described above. Section 2: The Board of Trustees Chairman is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2021-09-14-103

### 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:** There is a Good Evening Canfield scheduled for October 21, 2021 at WayPoint 4180. Ms. Cartwright will be giving the presentation about the Township.

**Next Meeting Date(s):** The Board will have regular meetings on October 12 and 26, 2021 at 7:00pm. These meetings are scheduled to be in person at the Township Hall and will be advertised appropriately.

## RESOLUTION 2021-09-14-104

### Executive Session

In accordance with ORC 121.22 Mr. Governor moved to adjourn into executive session at 8:56 pm specifically for exception: G (1) To consider the compensation of a public employee(s). 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 Public Session at 9:56 pm.

## ADJOURNMENT:

With no further business before the Board, Chairman Governor adjourned the meeting at 9:57pm.

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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*