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# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on January 18, 2022 at 6:00 P.M.

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Canfield Township Trustees conducted their Reorganizational Meeting on Tuesday, January 18, 2022, at 6:00 P.M. The meeting was opened by Acting Chairman, Mr. Governor at 7:00pm. This was noticed in *The Vindicator, an edition of the Tribune Chronicle* on January 18, 2022 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

Acting Chairman Governor requested that Denise Joseph, Fiscal Officer, call the attendance roll:

Mr. Paloski	present
Mr. Governor	present
Mrs. Cartwright	present

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

Acting Chairman Governor turned the meeting over to Fiscal Officer, Denise Joseph to preside over the election for the 2022 Chairman. Mrs. Joseph entertained a motion for the 2022 Chairman of Board of Canfield Township Trustees.

### RESOLUTION 2022-01-18-01

#### Election of Chairman for 2022

Mrs. Cartwright moved to appoint Mr. Governor as 2022 Chairman of the Board of Trustees. Mr. Paloski seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

Fiscal Officer, Denise Joseph declared Mr. Governor, Chairman of the Board of Canfield Township Trustees for 2022 and turned meeting over to the new Chairman.

### RESOLUTION 2022-01-18-02

#### Election of Vice Chairman for 2022

Mr. Governor moved to appoint Mrs. Cartwright for Vice Chairman of the Board of Trustees for 2022. Mr. Paloski seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2022-01-18-03

#### Sunshine Law

Mr. Governor moved as follows: That the Board of Trustees shall conduct its meetings in full compliance with the Ohio Sunshine Laws and accordingly establishes the following rules for the scheduling and notice of all meetings:

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**Regular Meetings:** The Regular Meetings of the Board of Trustees shall be held on the 2nd and 4th Tuesday of each month at 7 pm at the Township Hall located at 21 S. Broad St, Canfield, Ohio or virtual as necessary and allowable. Notice of said meetings will be posted on the Township website and sign in front of the Township Hall, which is provided for that purpose. Notice shall be given to *The Vindicator, an edition of the Tribune Chronicle*.

**Special/Emergency Meeting:** Notice of special meetings for the Board of Trustees shall be given by posting advance written notice of the meeting by posting on the Township website and sign in front of the Township Hall, which is provided for that purpose. Additionally, notice of all special meetings will be given to *The Vindicator, an edition of the Tribune Chronicle* and any other media that requests the same. Notice of a special meeting shall be given at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as possible.

**Content of Notice:** Notice of Special Meetings of the Board of Trustees shall contain the following information: 1) Date 2) Time 3) Place and 4) Purpose of the meeting.

**Written Notice upon Request:** The Township will provide advance written notice of special meetings to anyone who provides their request verbally or in written form to the Fiscal Officer or designee and provides an e-mail address, self-addressed pre-paid envelopes, or postcards. Mrs. Cartwright seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2022-01-18-04

### Legal Counsel

Mrs. Cartwright moved to approve Mahoning County Prosecutors according to ORC 309.09A as the Township's first legal counsel and hire outside legal counsel as needed in accordance with the Counsel's expertise. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2022-01-18-05

### Parking Ban

Mr. Paloski moved to continue the use of the emergency parking ban as established in 2009 as provided by ORC 505.17. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2022-01-18-06

### Appointment of Union Liaison

Mrs. Cartwright moved to appoint Mr. Governor as the Union Liaison. Mr. Paloski seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

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## RESOLUTION 2022-01-18-07

### Trustee Appointment to Cardinal Joint Fire District Board

Mr. Governor moved to appoint Mr. Paloski as the representative to the Cardinal Joint Fire District Board. Mrs. Cartwright seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2022-01-18-08

### Bureau of Workers' Compensation

Mr. Governor moved to appoint Mrs. Cartwright as representative for the Bureau of Workers' Compensation (BWC) business including overseeing BWC requirements, attending conferences, setting personnel safety meetings, promoting employer/employee safety practices thus allowing the Township to qualify for available premium discounts. Mr. Paloski seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2022-01-18-09

### Trustee Representative to District Board of Health Advisory Council

Mrs. Cartwright moved to appoint Mr. Governor as representative, and Mrs. Cartwright as alternate, to the Mahoning County District Board of Health Advisory Council. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

## RESOLUTION 2022-01-18-10

### Setting Gas Mileage Reimbursement Rate

Mr. Paloski moved to set the gas mileage reimbursement rate at \$58.5 cents per mile, the standard mileage rate for reimbursement of business mileage set by the Federal Government effective January 1, 2022. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

*Updated December 17, 2021\**

*The General Services Administration (GSA) has issued the 2022 per diem rates and GSA mileage rates for 2022 in Notice 2022-03. The 2022 GSA mileage rate is 58.5 cents per mile, up 2.5 cents from the rate for 2021 mileage, which was 56 cents per mile.*

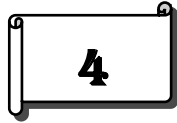
## RESOLUTION 2022-01-18-11

### Reimbursement for Meals and Lodging

Mrs. Cartwright moved to reimburse for meals and incidentals when directly related to meetings, seminars, conferences, or training sessions but not to exceed a daily per diem rate within Ohio according to the General Services Administration (GSA) except if the amount charged for meals during a conference are higher. The acceptable reimbursement rate is the most current as established by the GSA. Receipts must accompany all meal reimbursement requests. This is applicable for programs whether an overnight stay is involved or not. Lodging is reimbursed in accordance with state per diem rates, sanctioned conference, or seminar room block rates. Overnight accommodations will be reimbursed for travel over 100-mile radius or in any case deemed an emergency or when hazardous travel conditions exist. Advance approval is required for meetings, seminars, conferences, or training sessions, except those excluded by any Code. Mr. Governor

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seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2022-01-18-12

#### Designating the Official Newspaper

Mr. Paloski moved to name *The Vindicator, an edition of the Tribune Chronicle* as the official newspaper for Canfield Township notices. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2022-01-18-13

#### Compensation for Zoning Commission

Mrs. Cartwright moved to compensate members of the Zoning Commission at \$30.00 for each meeting or workshop attended. All zoning board members will be considered employees of Canfield Township in accordance with I.R.C. 3401(c) and will be paid a one-time cumulative check at the end of the year. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2022-01-18-14

#### Compensation for Zoning Board of Appeals

Mrs. Cartwright moved to compensate each voting member of the Zoning Board of Appeals at a rate of \$30.00 for each completed case heard. All members including alternates will be compensated \$30.00 for any workshops attended. All zoning board of Appeals members are considered employees of Canfield Township in accordance with I.R.C. 3401(c) and will be paid a one-time cumulative check at the end of the year. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2022-01-18-15

#### Requesting Advances from the County Auditor

Mr. Paloski moved to approve the Fiscal Officer to request advances from the Mahoning County Auditor for 2021 real estate property collections as funds become available during the year. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2022-01-18-16

#### Spending Limits

Mr. Paloski moved to allow the following individual spending limits as follows: Each Trustee and Fiscal Officer at \$3,000 each the Township Administrator at \$5,000, the Assistant Public Works Maintenance Foreman at \$1,000 and the Public Works Maintenance Worker Shawn Stack at \$500. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

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## RESOLUTION 2022-01-18-17

### Direct Payroll Deposit

Mrs. Cartwright moved to approve the Fiscal Officer to release payroll for direct deposit 24 hours in advance, so the Township can meet its payroll obligations when payday falls on a legal holiday or the Federal Reserve and/or banks are closed. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### ADJOURNMENT:

With no further business before the Board, Chairman Governor adjourned the meeting at 6:14pm.

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Mr. Brian W. Governor, Chairman

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Mr. Joseph N. Paloski, Trustee

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Mrs. 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*

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