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# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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1

Reorganization Meeting held on January 9, 2024 at 7:00 P.M.

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Canfield Township Trustees conducted their Reorganization Meeting on Tuesday, January 9, 2024, at 7:00 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 9, 2024 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 Fiscal Officer Denise Joseph and Township Administrator/Road Superintendent Keith Rogers.

Acting Chairman Governor turned the meeting over to Fiscal Officer, Denise Joseph to conduct the Election of the Chairperson for 2024. Mrs. Joseph entertained a motion for the 2024 Chairman of Board of Canfield Township Trustees.

### MOTION 2024-1

#### Election of Chairman for 2024

Mrs. Cartwright moved to appoint Mr. Governor as 2024 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 M. Joseph declared Mr. Governor, Chairman of the Board of Canfield Township Trustees for 2024 and turned meeting over to the new Chairman.

### MOTION 2024-2

#### Election of Vice Chairman for 2024

Mr. Paloski moved to appoint Mrs. Cartwright for Vice Chairman of the Board of Trustees for 2024. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### MOTION 2024-3

#### Sunshine Law

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

### MOTION 2024-4

#### 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.

### MOTION 2024-5

#### Outside Legal Services 2024

Mr. Paloski moved to employ the legal services of Baker, Dublikar, Beck, Wiley as a legal advisor and conduct Township legal issues not handled by the Mahoning County Prosecutor's Office. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### MOTION 2024-6

#### HR Consulting Services 2024

Mrs. Cartwright moved to employ the management consulting services of Clemans Nelson and Associates, Inc. as the human resource advisor to the Township as needed. 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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### **MOTION 2024-7**

#### **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. Discussion: Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### **MOTION 2024-8**

#### **Appointment of Union Liaison**

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

### **MOTION 2024-9**

#### **Trustee Appointment to Cardinal Joint Fire District Board**

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

#### **Resident Appointment to Cardinal Joint Fire District Board**

Mr. Paloski moved to appoint Nikunj Patel as the resident representative to the Cardinal Joint Fire District (CJFD) Board. No second from the Board. Roll Call: Mr. Paloski, \_\_\_; Mr. Governor, \_\_\_; Mrs. Cartwright, \_\_\_.

Discussion: Mr. Paloski stated that Mr. Patel has served on the CJFD Board since January 2019 and has been a very good representative. This is an important year with the possibility of the Boardman Township Fire Department joining CJFD. There is also a new City Council representative. If the Board does approve a motion for Mr. Patel this evening and there is a second candidate next year, I would also request the Board review changing that Board seat.

Mrs. Cartwright agreed that Mr. Patel has served the Board well, however after speaking with Mr. Knarr she feels confident with his background that he would consider all the facts. He is also aware of the potential of Boardman Fire joining CJFD and with the new City Council representative. If the Board does not make a motion for Mr. Knarr at this time, and there is a second candidate next year I would request the Board review changing that Board seat.

Mr. Governor stated that Mr. Knarr has served the Township well over many years being on the Board of Zoning Appeals and serving with Lane Funeral Homes for many years.

### **MOTION 2024-10**

#### **Resident Appointment to Cardinal Joint Fire District Board**

Mrs. Cartwright moved to appoint David Knarr as the resident representative to the Cardinal Joint Fire District Board. 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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### MOTION 2024-11

#### Bureau of Workers' Compensation

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

### MOTION 2024-12

#### Setting Gas Mileage Reimbursement Rate

Mrs. Cartwright moved to set the gas mileage reimbursement rate at .67 cents per mile, the standard mileage rate for reimbursement of business mileage set by the Federal Government effective January 1, 2024. Mr. Governor seconded the motion. Discussion: This could change depending on the GSA rate. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

*The General Services Administration (GSA) has issued the 2024 per diem rates and GSA mileage rates for 2024 in Notice 2024-8. The 2023 GSA mileage rate was 65.5 cents per mile, up 3 cents from the rate for 2022 mileage, which was 62.5 cents per mile.*

### MOTION 2024-13

#### Reimbursement for Meals and Lodging

Mr. Paloski 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 of \$59 to \$74, 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 seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### MOTION 2024-14

#### Designating the Official Newspaper

Mrs. Cartwright 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.

### MOTION 2024-15

#### Compensation for Zoning Commission

Mr. Paloski moved to compensate members of the Zoning Commission at \$35.00 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

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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.

### MOTION 2024-16

#### Compensation for Zoning Board of Appeals

Mrs. Cartwright moved to compensate each voting member of the Zoning Board of Appeals at a rate of \$35.00 for each completed case heard. All members including alternates will be compensated \$35.00 for any workshops attended. All zoning board 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.

### MOTION 2024-17

#### Requesting Advances from the County Auditor

Mr. Paloski moved to approve the Fiscal Officer to request advances from the Mahoning County Auditor for 2023 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.

### MOTION 2024-18

#### Spending Limits

Mrs. Cartwright moved to allow the following individual spending limits as follows: Each Trustee and Fiscal Officer at \$3,000, the Township Administrator at \$5,000, the Assistant Road Foreman at \$2,000 and the Public Works Maintenance Worker Shawn Stack at \$1,000. Mr. Governor seconded the motion. Discussion: Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

### MOTION 2024-19

#### Direct Payroll Deposit

Mr. Paloski 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 7:21pm.

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Mr. Brian W. Governor, Chairman

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Mr. Joseph N. Paloski, Trustee

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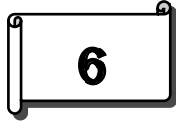
Mrs. Marie Izzo Cartwright, Vice-Chairman

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Mrs. Denise M. Joseph, Fiscal Officer

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Minutes prepared by:

Cindy Williams

*Administrative Assistant to the Board of Trustees*