
RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held October 22, 2024 at 7:02 P.M.

Canfield Township Trustees held its regular meeting in the Canfield Township Hall on Tuesday, October 22, 2024 at 7:02pm. Chairman Brian Governor opened the meeting with the Pledge of Allegiance.

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

The Chairman requested that Keith Rogers, Township Administrator/Road Superintendent, call the attendance roll:

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

Also present was Administrator/Road Superintendent Keith Rogers, Zoning Inspector Traci DeCapua and Assistant Public Works Foreman and Cemetery Sexton Bob Burkett. Fiscal Officer Denise Joseph was not present.

PUBLIC PRESENTATION

Chairman Governor stated that there was no one present for public presentation for this meeting, however any comments or suggestions can be made via e-mail by visiting www.canfieldtownship.org or if preferred the Trustees' and the Fiscal Officer contact numbers can be found there as well.

The Board recognized Chief Deputy Jeff Allen, Mahoning County Sheriff's Department, to present the Township's quarterly patrol report.

MINUTES: Chairman Governor moved to approve the budget and regular meeting minutes of October 8, 2024. These minutes with suggested changes were incorporated and accepted.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Governor stated the Township received the Briarwood final pay request which came in under budget by \$5,080 on the entire project. The Chairman's signature is required and will then be submitted to OPWC through Workwise for payment to the contractor.

Mr. Rogers discussed the importance of Cybersecurity within the Township and shared information with the Board from an Ohio Township meeting that he recently attended for Administrators. A sample Cybersecurity policy has been sent to Township officials and is being sent to Robin Bell of Clemans Nelson for review.

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The Board agreed to move forward with a purchase request by the Public Works Department for battery power tools. This purchase will be made through the MORE Grant which is a \$500 reimbursable grant and must be applied for by the end of the year.

Mr. Rogers stated Fire Station III on Messerly Road prefers replacing the current concrete driveway with concrete. The driveway would be a minimum 10" in depth with 2-12' aprons. Mr. Rogers will compare numbers at cost per square foot between concrete and asphalt.

Paving: The Board was pleased that the paving project for Mission Hills came in under 140 ton of asphalt.

ABC Water and Stormwater District: Mr. Rogers informed the Trustees that at the ABC District meeting today the Township received reimbursed for the joint projects; Quaker Court and Mercedes Place.

Additionally the current balance of the ABC District is \$345,000 and he could approach the ABC Board for possible funding of \$200,000 towards the purchase of a vactor truck, since this truck is used for storm water purposes. This would reduce the loan amount from the Township, but would impact the reimbursement for any joint projects for 2 years although smaller projects could be discussed. He would anticipate that a smaller ABC Water and Storm Water logo would be used in conjunction with the Township's on the truck.

Cornersburg and Dean Hill Cemeteries: Mr. Burkett stated there could be a possible disinterment at Dean Hill, and the Board is looking to budget \$3,000-\$5,000 for repairs to headstones and foundations at Cornersburg Cemetery.

Township Park: The closing date for the park is November 1, 2024. Mr. Rogers stated the water and trash removal will be suspended until spring and the porta potty services will remain open through the winter.

Mr. Rogers will check with the Mahoning County Prosecutors on whether the AED unit at the park should be removed for the winter. New rules and regulations have been enacted for these devices.

Public Works Report: Mr. Burkett informed the Board that the Fox Den project is close to being complete and that there are two crossover pipes and two catch basins yet to be installed.

The Township annual leaf collection/pick-up started and runs through November 26, 2024.

Mr. Governor stated there is a motion on the agenda at tonight's meeting for a possible new vactor truck to "hold a spot" and for budgeting purposes in 2025. Mr. Burkett stated the cost of refurbishing the vactor truck would be approximately \$320,000 and could not guarantee that parts could be found.

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The emissions system (3-part system) is rotted on Truck #218 and needs to be repaired. A motion is on the agenda for tonight's meeting.

ZONING REPORT: Mrs. DeCapua received the Operation & Maintenance (O&M) agreement from Mahoning County Soil and Water. This O&M agreement is for annual inspections on retention and detention ponds, \$5,000 will be added to the 2025 budget for these inspections.

Mrs. DeCapua stated the Zoning Commission will create a sub-committee of three Zoning Commission members and will hold workshops to review the ZoneCo drafts for the Canfield Township Rules and Regulations manual.

Mrs. DeCapua stated that per the Mahoning County Prosecutors office, a basic agreement will need to be completed and signed by all vendors completing demolition in the Township. They will need to provide a copy of their insurance bond and workers compensation coverage.

She informed the Board that there was further discussion on the possible closing of the first entrance of the GetGo gas station on the corner of State Route 224 and Raccoon Rd.

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

FISCAL OFFICER REPORT: Mr. Governor emailed the petitioner (Allison) in regards to the Westbury-2-Streetlighting District and is requesting confirmation of the type of lights that the HOA is in favor of and an acknowledgement of the cost of the installation/monthly electric that will be assessed to each parcel as provided by Ohio Edison and the Township.

Correspondence/Other: No hearing was requested by the Board of Trustees for the GetGo liquor license transfer.

Mr. Governor moved to accept the Fiscal Officer report as presented.

New Business / Motions / Resolutions:

MOTION 2024-118

Pickleball Court Project

Mrs. Cartwright moved to accept the following change orders from the Board of the Mahoning County Commissioners. The balance of Change order #2 is \$6,119 from the keyless entry system project, and the balance of Change order #3 is \$58,928 from the generator installation project. These funds totaling \$65,047 will be re-allocated for the proposed Pickleball Court Project at the Township Community Park. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

MOTION 2024-119

Sewer Truck Purchase

Mr. Paloski moved to approve the purchase of a 2025 Sewer Truck from the Brown Equipment Company of 2501 S. Kentucky Avenue, Evansville, Indiana. The vehicle list price is \$533,850, the

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trade-in value of the 2006 Vactor Truck is \$35,000 making the purchase price for this motion not to exceed \$498,850. Discussion: The purchase/financing for this sewer truck will be appropriated in the 2025 Budget. Mrs. Cartwright added a conditional vote that the Township receives partial financing of \$100,000 to \$200,000 from the ABC Water District and the full purchase price does not come out of the 2025 Township budget. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

MOTION 2024-120

Exhaust Repairs to Plow Truck #218

Mrs. Cartwright moved to approve Larry's Truck and Auto of 9903 Palmyra Road, Canfield to replace the exhaust emissions components on the 2018 Plow Truck at a cost not to exceed \$12,902.42. Mr. Governor seconded the motion. Discussion: Larry's Truck and Auto was the lowest of three quotes received. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

MOTION 2024-121

Fire Station III - Man Door Replacement

Mrs. Cartwright moved to hire Lattanzio Construction to remove and replace a steel door at Fire Station III at a cost not to exceed \$2,400. Mr. Governor seconded the motion. Roll Call: Mr. Paloski, abstained; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 2 to 0.

MOTION 2024-122

Nuisance Properties

Mr. Paloski moved to adopt **Resolution #2024-10-22-20** Declare Nuisance Properties: **4055 Fairway Drive** parcel #26-067-0-010.00-0, **Lot 14** as a Public Nuisance and **8051 Herbert Road** parcel #26-004-0-006.00-0, **Great Lot 7** as a Public Nuisance under Ohio Revised Code 505.87 and order the required abatement, control or removal of said nuisances with all costs associated with this action be submitted to the Mahoning County Auditor's Office and place a lien on the property. Mr. Governor seconded the motion. Discussion: The Board of Trustees of Canfield Township, Mahoning County adopted this Resolution on October 22, 2024. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

Motion 2024-123

Social Media Accounts Policy Added to the Township's Personnel Policy Manual and Employee Handbook

Mrs. Cartwright moved to amend Canfield Township's Personnel Policy Manual (PPM) and Employee Handbook to add in Chapter 7 Use of Canfield Township Equipment and Property, Section 7.19 Use of Canfield Township Social Media Accounts, effective October 22, 2024. This will be in addition to Section 7.6 Social Media Networking in Chapter 7, which was adopted December 22, 2015. Mr. Governor seconded the motion. Discussion: The Trustees as well as the Township's outside HR Consultant, Clemans, Nelson & Associates, Inc. have reviewed and commented on this addition. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

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Motion 2024-124

Revisions to Pay Periods/Paychecks to the Township's PPM and Employee Handbook

Mrs. Cartwright moved to adopt revisions to Canfield Township's PPM and Employee Handbook Chapter 4 Compensation and Hours of Work Section 4.2, Number 1 to read "... The biweekly pay period for most employees begins at 12:01 a.m. **Saturday** and ends at 12:00 midnight the second succeeding **Friday**." Additionally, Section 4.2, Number 2 to read The Employer **will** direct deposit an employee's paycheck into the bank account designated by the employee. Mr. Governor seconded the motion. Discussion: These revisions will mirror resolutions previously passed by the Trustees. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

Motion 2024-125

Revision to Holidays to the Township's PPM and Employee Handbook

Mrs. Cartwright moved to adopt revisions to Canfield Township's PPM and Employee Handbook Chapter 5 Employee Benefits, Section 5.3 Holidays, all full-time non-bargaining unit employees will receive Thanksgiving Friday (Friday after Thanksgiving), Christmas Eve Day (December 24) and Veterans' Day (November 11) which previously read Veterans' Day (November 11 or may be observed the day after Thanksgiving). These revisions will be effective as of October 22, 2024. Mr. Governor seconded the motion. Discussion: The change to the Holidays will now mirror the Holidays that the Township's Union employees receive. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0.

MOTION 2024-126

Warrants & Electronic Payments

Mr. Paloski 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; Mrs. Cartwright, yes. Motion carried 3 to 0.

Trustee Comments: Mr. Governor informed the Board the life insurance with Reliance for all employees increased \$183 from the previous year. The Fiscal Officer wanted the Board to be aware.

The Mahoning County Township Association Christmas Party will take place Wednesday ~ December 18, 2024 at The Tippecanoe Country Club. A Save the Date reminder has been sent to the Townships. The Board has some discussion on this event.

Mr. Governor stated the Good Evening, Canfield which took place Thursday, October 17, 2024 from 5:00-7:00 pm at WayPoint 4180 was well received.

Mr. Governor stated the Township can proceed with a Facebook page since the Social Media Accounts Policy was added to the Township's Personnel Policy Manual and Employee Handbook.

Next Meeting Date(s): The Board will hold a regular meetings November 12 and 26, 2024 at 7:00pm. These meetings are scheduled to be in person at the Township Hall and will be advertised appropriately.

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MOTION 2024-127

Executive Session

In accordance with ORC 121.22, Mr. Governor moved to adjourn into executive session at 8:44pm specifically for exception: (G) 4- Preparing for or reviewing union negotiations of public employees concerning their compensation or other terms and conditions of their employment. Mrs. Cartwright seconded the motion. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Mrs. Cartwright, yes. Motion carried 3 to 0. The Board reentered open session at 9:45pm.

ADJOURNMENT:

With no further business before the Board, Chairman Governor adjourned the meeting at 9:46pm.

Mr. Brian W. Governor, Chairman

Mr. Joseph N. Paloski, Trustee

Mrs. Marie Izzo Cartwright, Vice-Chairman

Not Present

Mrs. Denise M. Joseph, Fiscal Officer

Minutes prepared by:
Cindy Williams
Administrative Assistant to the Board of Trustees