

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

53

Meeting held on April 8, 2014 at 7:00 P.M.

Canfield Township Trustees met in Special Session in the Canfield Township Hall, on Tuesday, April 8, 2014 at 6:00pm to discuss new equipment options with Ralph Williams, Vice President of International Business Solutions, Inc. Canfield Township Trustees met in Regular Session at 7:00pm. Chairman Maszczak opened the meeting with the Pledge of Allegiance. There were eight residents present. Attendance sheet is available upon request.

In as much as these meetings are recorded, these minutes are to provide information of the most salient points, and are not intended to describe all conversations and testimony verbatim. Recording of the meetings are available for listening in the Township Hall, and a copy may be obtained upon request of the Fiscal Officer.

Attendance Roll Call

Chairman Maszczak requested that Carmen I. Heasley, Fiscal Officer, call the attendance roll:

Mr. Governor	present,
Ms. Cartwright	present,
Mr. Maszczak	present,

MINUTES: Chairman Maszczak requested corrections or additions to the minutes of the Parkland Workshop of March 12, 2014, the Policies and Procedures Workshop of March 26, 2014 and the Parkland Workshop of April 3, 2014. Minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. Ms. Cartwright noted Mr. Morrison requested that the Trustees meet one half hour before the meeting of May 13 to hear case #14-07-BA for final decision to accept or deny zone change, suggesting half hour may not be enough. Mr. Maszczak suggested starting at 6pm. Board agreed to meet at 6:00pm on May 13, 2014.

The Zoning report was reviewed by the Board. So far this year, eight single-family residential permits have been issued and numerous miscellaneous permits for a valuation of \$2,634,255 with permit fees totaling \$17,000 to date. In 2013 during the same period, five single-family residential, one 4plex and one business permits were issued for a total valuation of \$2,832,105 and \$17,437 in permits fees collected. In 2013, Canfield Township accounted for 25% of all residential permits written in Mahoning County. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions or comments on the Administrator/Road Superintendent's report. Mr. Maszczak confirmed that Western Reserve Landscaping had withdrawn its bid for mowing at the Township's Park. Mr. Rogers confirmed that he was told twice that the bid was withdrawn for the Park contract.

Mr. Rogers was asked to look into when the Gibson bridge work would begin. Mr. Rogers reported that it's in the design phase with the work scheduled to begin in 2015. Ms. Cartwright asked how this will

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

54

Meeting held on April 8, 2014 at 7:00 P.M.

affect the Timber Run project, since that work was scheduled for this spring. Mr. Rogers reported he will have to look into it. Ms. Cartwright noted that the schools will need to be advised of the scheduling. Mr. Rogers reported that the SR 224 bridge replacement bid opening is scheduled for October 2014, the start date scheduled for December 2014, and the completion date by October 2015.

Mr. Rogers confirmed his attendance to the SM4 Permits Seminar for tomorrow from 9am to 4pm. The report was accepted as presented.

FISCAL OFFICER'S REPORT: Chairman Maszczak called on the Fiscal Officer, Carmen I. Heasley, to present the financials. Fiscal Officer reviewed blanket certificates, purchase orders, warrants and electronic payments. Fiscal Officer noted concerns with the Sprint electronic payment (83-2014 for \$204.23) asking that it be removed from the list of payments to allow time to investigate charges on the invoice. It appears that one phone number didn't port to Verizon correctly and found four numbers that didn't belong to the Road Department as first thought. The report was accepted as presented.

UNFINISHED BUSINESS

RESOLUTION 2014-04-08-77

Township's Community Park Maintenance Contract

Mr. Maszczak moved to accept the best low bid for the Township's Community Park's lawn mowing maintenance from Dattilo and Son Landscaping for the area included in the bid package noted as Area #1 located on the South side of Herbert Road at a cost of \$175.00 per cut; Area #2 as described in the bid package located on the North side of Herbert Road to the best low bid Easton Lawn Service at a cost of \$500.00 per cut for the year 2014. The Motion was seconded by Mr. Governor. Discussion: Mr. Maszczak explained that the Township received two identical mowing bids for Area #2 by Easton Lawn Service and Western Reserve Landscaping. Our counsel advised that in this rare situation both parties are to be invited to witness a coin toss to determine who is awarded the bid. Upon invitation, Easton Lawn Service appeared for the coin toss; however, Western Reserve Landscaping did not. Mr. Rogers received verbal confirmation from Western Reserve that they are withdrawing their bid; therefore Easton Lawn Service is awarded the Area #2 mowing contract. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

Area #1	22 cuts at \$175.00	Total of contract - not to exceed \$3,850.00
Area #2	10 cuts at \$500.00	Total of contract - not to exceed \$5,000.00

RESOLUTION 2014-04-08-78

Mailbox Damage Policy

Ms. Cartwright moved to approve the standardization of costs associated with mailbox repair and or replacement, and change the policy of Canfield Township to: (1) The Public Works Department will make an attempt to repair the existing mailbox, the cost of the repairs not to exceed \$25.00. If the existing mailbox cannot be repaired, (2) the Township will replace it with a standard 4x4 post standard mailbox not to exceed \$25.00. In the event the home owner wishes to replace the existing mailbox with something different: (3) once installed the resident can submit a copy of the invoice and the Township will issue a check for \$25.00. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

55

Meeting held on April 8, 2014 at 7:00 P.M.

RESOLUTION 2014-04-08-79

ABC District Insurance

Mr. Maszczak moved to pay Canfield Township's one-third share of the insurance premium renewal for the ABC Water District in the amount of \$594.66. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright explained that ABC is Austintown, Boardman and Canfield and the expenses are divided equally three ways. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

NEW BUSINESS

RESOLUTION 2014-04-08-80

Blanket Certificates & Purchase Orders

Mr. Maszczak moved to approve BC 38-2014 - BC 39-2013 & PO 13-2014 - PO 16-2014 for a total of \$19,505.06 to encumber the funds of the Township. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-04-08-81

Warrant & Electronic Payments

Ms. Cartwright moved to approve Warrants #9476 thru #9518, electronic payments 67-2014 thru 86-2014 as general & payroll obligations of the Township in the amount of \$103,113.51 that excludes electronic payment #83-2014 - \$204.23 from the totals as suggested by Fiscal Officer. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that we are excluding the Sprint electronic payment as recommended by the Fiscal Officer. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-04-08-82

Projector and Screen

Mr. Governor moved to approve the purchase of a projector and screen from Office Max at a total cost of \$429.68. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor noted that the Township currently does not have a projector or screen and can make use of these for zoning, safety and public meetings. The projector is compatible with the new Surface laptops and almost any other device and has a built in speaker with a one year warranty. Mr. Maszczak noted that other Boards have researched the need and believes it's a good idea. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

American Legion Post #177

Mr. Maszczak moved to approve \$1,000.00 as requested by Mr. Mike Kubitz, Commander Canfield American Legion Post #177, to help with the cost of the Memorial Day Services. The warrant will be made payable to the American Legion Post #177. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor noted that he thought this was for the War Wall. Ms. Cartwright stated that it is confusing and asked the Fiscal Officer to explain, since she has the most information on it. Fiscal Officer explained that previous Boards have supported the museum by helping to defray the cost of the plaques for the Veteran's Wall during the Memorial Day Services and has never supported the actual activities at the square. Canfield Post #177 operated from the War Museum location with Mr. Speece as Commander. Since Mr. Speece's illness, his daughter Pam has been running the operations. Canfield Post # 177 separated from the museum and moved to another location. Pam was under the

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

56

Meeting held on April 8, 2014 at 7:00 P.M.

understanding that ½ of the donation can be divided between the two organizations after they separated. She was unaware that the donation was earmarked for plaques only. She explained that the only cost to the Post for the Memorial Day activity is \$501.00, the cost of required insurance for the event. Fiscal Officer called Mr. Kubitzka to explain that the donation cannot be divided between the two organizations without the knowledge of the Board. He then stated that he will take \$500.00 instead, since he didn't understand. I explained that the Board still needs to understand what the money will be used for before they can approve this expense. Mr. Rogers stated that as long as he has been here, \$2,000.00 was given to the Post and it was divided between the two organizations - \$1,000.00 each. Mr. Rogers got a call from Pam to split the \$2,000.00 since the Post had moved. Fiscal Officer noted that her discussion with Pam was that she was unaware that the donation was earmarked for plaques and this is the first year that the money was split. Pam explained that the City of Canfield is donating \$500.00 and Farmers National is donating \$50.00 to the Post to cover cost of the event. Mr. Maszczak noted that the bottom line is that this Board would like to continue to contribute in equal portions as we have done in the past. Ms. Cartwright asked that the Board table for additional information as to what the money is actually being used for and asked Mr. Rogers to look into it and report back to the Board.

RESOLUTION 2014-04-08-83

Leaf Spring Repair

Ms. Cartwright moved to approve the replacement of the right front leaf spring for Truck # 299 by Emch Spring Services Inc. at a cost not to exceed \$839.59. The Motion was seconded by Mr. Governor. Discussion: Mr. Maszczak asked if we may have contributed to the problems with leaf springs, since most of the fleet had some work done. Mr. Rogers noted that the trucks have not been overloaded. The employees are aware of truck limits. He believes that the weather and road conditions have created the problem. Ms. Cartwright noted that the ageing spreadsheet report shows that all the trucks have had all their springs replaced except truck #201 had one spring replaced. Mr. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

Trustee Comments: Repairs to truck #298 (1996 Ford) will exceed \$6,000.00 therefore the Board is looking into the purchase of a new plow truck with accessories to replace that vehicle. Mr. Rogers noted the lease to purchase is not available thru the State Purchase Program this year. Mr. Burkett has provided one vendor to the Fiscal Officer that is being used by other Townships. Fiscal Officer noted that once we know the amount to finance, the financing should be advertised giving all financial instructions an opportunity to bid, thereby benefiting the Townships.

Mr. Rogers described the specifications of the new color copier being considered for purchase at \$6,675.00 – leasing is available at \$124.00 per month – recommended service agreement available for black & white copies at \$.008 and color at \$.052 per copy. Scanning into electronic filing will work well with record retention. Physical size of copier will need to be checked since space is limited. Everyone using the copier would have their own respective code. With PC Anywhere installed, it would allow copying from anywhere. The company has offered to come in and do a demonstration for the Board. A week demo in the office would be appreciated by all Board members and would be looked into. We have two color printers that are not working right now in the office. Ms. Cartwright suggested declaring these items. Fiscal Officer noted that the printer in Mr. Rogers's office is her personnel printer from her home and just needs to be thrown out since it's not Township property.

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

57

Meeting held on April 8, 2014 at 7:00 P.M.

Ms. Cartwright noted that the meeting scheduled for April 10 was set for record retention, but since we are not ready to discuss this, it will change to policies and procedures instead. Ms. Cartwright suggested the possibility of combining technology, the copier and record retention into one workshop...it could be beneficial. Board all agreed.

Ms. Cartwright would like to complete policies and procedures before scheduling a website workshop meeting date. Using this Thursday for policies and procedures; setting another up later this month for the same and then looking at setting up two for technology in May. Mr. Maszczak suggested that everyone look at their schedules by Thursday's meeting and be prepared to come up with a couple of good dates.

Mr. Maszczak noted that there are three lots remaining for sale at Dean Hill Cemetery. Mr. Rogers noted that the cemetery rules should arrive any day. Ms. Cartwright stated that the cemetery needs to be put on an electronic format. Mr. Governor noted that it was his understanding that there is a section of the cemetery that needs platted. Ms. Cartwright stated that this is what would be done and it is a priority for us. Ms. Governor noted that it should be a high priority for us, stating his concern that if someone calls for a burial and we would not have any lots available. Mr. Maszczak asked if anyone knew what the procedures are to plat these lots. Do we call a surveyor or what? Ms. Cartwright noted that that is what the GIS system will do for us. Ms. Cartwright suggested getting someone in that understands how to do this...not sure that what we have been doing is the right way to do things. Mr. Governor is concerned on the length of time it will take to get someone in here. Ms. Cartwright suggested having Mr. Rogers look into this and report back to the Board.

Mr. Governor noted that we have had a couple of meetings on the park rules and regulations and understands that we are not done yet, but Mr. Rogers has provided us with additional information from the Board of Health in regards to permits and things that we will need, asking that the Board be brought up to date, since Soccer season will start soon. Mr. Rogers explained the paperwork he received from the Board of Health...explaining the different levels of licenses that the Township would need to purchase depending on what we are going to allow in the kitchen. Ms. Cartwright noted that she understood that we were not going to allow food preparation this coming year. Mr. Rogers noted that we discussed equipment and found that the license dictates what equipment you will need. We can't equip the kitchen without knowing the license requirements for equipment. Mr. Maszczak pointed out that these are two different things we are looking at...One is what we plan to use the kitchen for that can affect caterers coming in and the other is what we will allow at the pavilion that we will need to revisit. Once application is made and inspection has been completed, permit license is issued the next day.

Mr. Rogers has gotten sign costs and will provide them at the next meeting.

Ms. Cartwright noted that we will need to add the park to our list of meetings to schedule.

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES



58

Meeting held on April 8, 2014 at 7:00 P.M.

ADJOURNMENT

Chairman adjourned the meeting at 7:53pm. The next regular meeting of the Board shall be held on April 22, 2014 at 7:00 pm. The Board will meet at 3 pm to discuss policies and procedures on April 10.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian Governor, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer