

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on December 9, 2014 at 7:00 P.M.

Canfield Township Trustees met in Special Session in the Canfield Township Hall on Tuesday, December 9, 2014 at 7:00pm Chairman Maszczak opened the meeting with the Pledge of Allegiance. There were six 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.

Public Presentation

Chairman Maszczak opened the floor to public comments. Mr. David Carelli of Tippecanoe Place addressed the Board concerning water issues in his area. Mr. Governor offered to meet with him to report back to the Board as to what the Township can or cannot do to help him.

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 special meeting minutes of October 29 and November 18, 2014 and regular meeting minutes of October 14, October 28, and November 18, 2014. The minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. So far this year 35 single family residential permits have been issued and numerous miscellaneous permits have been issued this year, for a total valuation of \$12,002,063.00 and permit fees of \$74,103.00. In 2013 during the same period, 35 single family residential permits had been issued, one 4-plex and 2 business structures for a total valuation of \$18,494,867.00 and \$111,637.00 in permit fees. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak noted that Mr. Rogers, Administrator/Road Superintendent was not present and excused. The Board did receive a written Public Works report from Robert Burkett, Assistant Public Works Maintenance Forman.

There was some discussion about the best way to dispose of the old plow truck since the new truck is now in service. The last truck the Township sold was at auction and the check came directly from the auction house, therefore there is no record of who purchased the truck. 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 warrants and electronic payments. Fiscal Officer suggested transfer to the Public Works Fund to complete the Pheasant Run Project. OPWC has not disbursed to GreenLeaf, since they have not completed paperwork requested by OPWC back in September, so she is recommending voiding the purchase order. When OPWC does pay them, we'll open a Then & Now out of the General Fund where payments will be made for the OPWC loan.

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Fiscal Officer provided the Board with a transfer report that shows the transfer with a date of December 10, noting that the warrant involved is also dated for the same date, giving her the opportunity of providing up to date reports, but if the transfer is not approved tonight, the transaction would be reversed today.

Fiscal Officer recommended rescinding Resolution #2014-11-18-207, noting that she is unable to adjust the revenue side without correcting the appropriation side first. Fiscal Officer suggested several budget adjustments for yearend.

Fiscal Officer noted receipt of her CPIM Certificate required for investing the funds of the Township. The Enrick cemetery deed was presented for signatures. The report was accepted as presented.

NEW BUSINESS

RESOLUTION 2014-12-09-209

Warrants & Electronic Payments

Mr. Maszczak moved to approve Warrants #10009 thru #10053, electronic payments 236-2014 thru 255-2014 as general & payroll obligations of the Township in the amount of \$77,526.09. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-210

Transfer from the General Fund to Public Works Fund

Ms. Cartwright moved to approve the transfer of \$23,488.40 to the Public Works Fund line #4401-931-0000 from the General Fund line #1000-910-910-0000. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-211

GreenLeaf Purchase Order

Mr. Maszczak moved to approve as recommendation of the Fiscal Officer to close PO 43-2014 payable to GreenLeaf since, proper paperwork has not been filed by GreenLeaf with OPWC that was requested back in September. Fiscal Officer will open a Then and Now purchase order when and if OPWC pays GreenLeaf on the Pheasant Run Culvert Project passing it thru the General Fund. This will allow the Fiscal Officer to close out this project and bring all balances to zero in the Public Work Fund. The General Fund will make the payments on the OPWC loan. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-212

Rescind RESOLUTION 2014-11-18-207 - Budget Adjustment

Ms. Cartwright moved to rescind Resolution #2014-11-18-207 - titled Budget Adjustment. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that will is for record keeping purpose only. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-213

Rescind RESOLUTION 2014-10-14-186 - Salt Dome Fence

Mr. Maszczak moved to rescind Resolution #2014-10-14-186 - regarding the approval of Gabriel's Fence to install a barrier style gate at the entrance of the salt dome. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2014-12-09-214 Budget Appropriation Adjustment

Mr. Maszczak moved to approve decreasing the Public Works Fund line #4401-760-360-0001 appropriation from \$80,000.00 to \$50,692.00. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that the Pheasant Run Culvert Replacement OPWC Project was completed under budget therefore the budget is being reduced to actual expenditures of that project. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-215 Budget Revenue Adjustment

Ms. Cartwright moved to approve the Public Works Fund revenue budget decrease from \$80,000.00 to \$50,692.00 within the Public Works Fund by decreasing line # 4401-538-0000 from \$43,575.00 to \$19,953.60 and line # 4401-931-0000 from \$36,425.00 to \$30,738.40. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-216 Budget Revenue Adjustment

Mr. Maszczak moved to approve the Road District Fund revenue budget decrease from \$125,000.00 line #2141-941-0000 to \$90,000.00 (\$35,000.00 decrease). The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-217 Budget Revenue Adjustment

Ms. Cartwright moved to approve the Recycling Fund revenue budget decrease line #2901-591-0000 from \$12,410.00 to \$11,000.00. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-218 Budget Appropriation Adjustment

Mr. Maszczak moved to approve Road District Fund appropriation budget decrease of line #2141-760-740-0000 from \$128,000.00 to \$127,505.00; line #2141-330-353-0000 from \$4,500.00 to \$3,500.00; line #2141-330-351-0000 from \$2,500.00 to \$2,000.00; line #2141-330-341-0000 from \$3,000.00 to \$2,500.00; line #2141-330-221-0000 from \$30,000.00 to 25,500.00; line #2141-330-211-0000 from \$35,000.00 to \$33,500.00 and line #2141-330-190-0000 from \$140,000.00 to \$120,000.00. The Motion was seconded by Mr. Governor. Discussion: Mr. Maszczak noted that these adjustments will prevent transferring from the General Fund. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-219 Repairs to Truck 299

Ms. Cartwright moved to approve repairs to Truck #299 to include the auger bearing and gearbox by Myers Equipment at a cost not to exceed \$1240.02. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2014-12-09-220

OTA Winter Conference

Mr. Maszczak moved to approve the Trustees and Fiscal Officer to attend the Ohio Township Association's Winter Conference in Columbus at the Convention Center from January 28th thru the 31st 2015, with the Township paying for all related expenses including registration fee of \$50.00 for members, hotel, travel, and meals. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-221

Declare Salvage

Mr. Governor moved to declare as salvage and remove from inventory one (1) Savin Copier Model Number 8030SP-MFP with serial number K8665400125. This unit will be donated to the Canfield Historical Society who will provide a letter accepting the donated unit for Township records. The letter will be attached to the 2014 - 2015 inventory for audit purposes. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor noted that this copier is almost 9 years old and has very little to no resale value; however it would carry a maximum donation value of \$450.00. We are in receipt of a letter from Pro Business Systems confirming termination of any and all maintenance agreements on this copier. ABC, current copier vendor will pick up and deliver this unit to the Canfield Historical Society at no charge. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-222

Executive Session

Mr. Maszczak moved to enter into executive session at 7:43pm to discuss pending litigation. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

Trustees reentered into Open Session at 8:45pm.

RESOLUTION 2014-12-09-223

Zoning Board of Appeals

Ms. Cartwright moved to re-appoint Mr. George T. Porinchak to the Zoning Board of Appeals for an additional five year term following the expiration of his current term on December 31, 2014. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor noted that there are two others – Mr. Edward Woods, Board of Appeals and Theodore Dunchak, Canfield Township Zoning Commission term ends on December 31, 2014, adding that we had a letter at the last meeting from Mr. Dunchak requesting to be re-appointed. Mr. Governor has an e-mail from Mr. Morrison, Zoning Inspector noting that Mr. Woods would like to be re-appointed as well. Ms. Cartwright checked her e-mail, noting that she didn't receive that request. Mr. Governor asked if we should advertising for resumes. Ms. Cartwright suggested advertising so we would have people to select from. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-12-09-224

Zoning Board of Appeals

Mr. Maszczak moved to re-appoint Mr. Edward Woods to the Zoning Board of Appeals for an additional three year term as an alternate following the expiration of his current term on December 31, 2014. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2014-12-09-225

Zoning Board of Appeals

Mr. Maszczak moved to re-appoint Theodore Dunchak to the Canfield Township Zoning Commission for an additional five year term following the expiration of his current term on December 31, 2014. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

Trustee Comments: Mr. Maszczak explained that American Legion Post 177 asked if the Township would consider sponsoring a Canfield student civic trip to Columbus at a cost of \$300.00. Ms. Cartwright gave a few more details noting that she's looking into partnering with the city as a community event.

Contract between Canfield Township and the Teamsters Union was presented for final signatures. Fiscal Officer asked if the contract should be accepted by resolution. Since we were unable to find the last resolution, no motion was taken.

Ms. Cartwright mentioned Gibson Road as it relates to speeding, noting that the Sherriff's are patrolling, and that the Board needs to address other issues with this road which will need Keith Rogers' involvement when he returns.

Mr. Governor asked about the installation of the camera at the Public Works garage area. Fiscal Officer noted that the contract has been signed and returned. The company was going to try to get us on the schedule sometime in the next three weeks, but at present they are scheduling three months out.

Mr. Governor noted how nice everything is starting to look upstairs and asked when Fulmer is expected to complete the work. Fiscal Officer noted that she is not sure and has not heard from them.

ADJOURNMENT

Chairman adjourned the meeting at 7:44pm. A Budget Workshop & Policies & Procedures will be held on Wednesday, December 17, 2014 at 1pm. The Re-Organizational meeting will be held on Monday, January 5 at 4pm. The next regular meeting of the Board shall be held on January 13, 2015 at 7:00 pm.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian Governor, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer

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