

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on February 25, 2014 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall, on Tuesday, February 25, 2014 at 7:00 P. M. Chairman Maszczak opened the meeting with the Pledge of Allegiance. There was one resident 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

Charlotte Rogers of 2181 Blue Herron addressed her letter of intent to serve on the Zoning Board's open position. Mr. Maszczak noted that in light of her relationship to Mr. Rogers, Township Administrator what the board has discussed is that we are a little uncomfortable with choosing her for that position. Mrs. Rogers noted that she was under the impression that there was no conflict of interest since he doesn't deal directly with that position. Mr. Maszczak stated, "You're right, he doesn't", but believes that the Board is uncomfortable with the selection.

Ms. Cartwright asked if this position was advertised as voted on. Mr. Rogers noted that he would have to ask Mr. Morrison. Ms. Cartwright suggested running another advertisement and she would speak with JT Whitehouse about an article.

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 Regular Meeting of January 28, 2014. Minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. Mr. Governor asked about the Flowermill. Since this case is in the courts, Mr. Rogers stated he has requested an update from the prosecutor's office and also an opinion as it pertains to a nuisance letter. Ms. Cartwright asked if there was a court date set and would like to get an update in writing from the prosecutors. Mr. Rogers didn't have a date, but will keep the board informed. 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 requested an update on the park. Mr. Rogers reported meeting with Old North Church and Millcreek MetroParks representatives. Old North received a copy of the proposed bike trail map and is in favor of it. MetroParks is on board with it, but will need information when the plans are more developed. Easements should not be a problem.

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Ms. Cartwright requested that Mr. Rogers include his workshops on the calendar. Mr. Governor noted that the Care Works safety packages arrived and was thinking of scheduling a safety meeting. Mr. Rogers noted that he tries to schedule one each quarter following subject matters recommended by Public Employment Risk Management Program.

Ms. Cartwright noted that the cell phone policy should be looked at this evening and should be signed by each employee receiving a cell-phone.

Mr. Maszczak addressed the mailbox policy and maintenance control asking Mr. Rogers if he has looked at any other policies. Mr. Rogers stated that he has not. Mr. Maszczak noted that Mr. Burkett, Assistant Public Works Foreman has suggested that we revise our mailbox policy to protect the Township. Mr. Governor noted that Mr. Burkett did email one for the Trustees to review. Ms. Cartwright felt that it would be a good exercise to obtain other townships' mailbox policies for review. 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, also presented a copy of a liquor license request received from the state. Ms. Cartwright noted her concerns with the liquor license transfer regarding who or what business the license is going to be used for and asked Mr. Rogers to make the necessary calls to find out and report back to the Board. Fiscal Officer reviewed the new Summerwind Streetlighting District. The report was accepted as presented.

UNFINISHED BUSINESS

RESOLUTION 2014-02-25-45

Amend Resolution # 2013-12-10-213

Mr. Maszczak moved to amend RESOLUTION 2013-12-10-213 (Appointment of a Township Resident to the Cardinal Joint Fire District Board) to appoint township resident Mrs. Carol Potter as the resident representative to the Cardinal Joint Fire District Board of Trustees for two consecutive one year terms. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright explained that last year the Board appointed Ms. Potter to a two year term. Under the rules of the Fire District, a resident representative can only be appointed to a one year term, but we can do consecutive years. Roll call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2014-02-25-46

Warrant & Electronic Payments

Mr. Maszczak moved to approve Warrants #9373 thru #9407, electronic payments 40-2014 thru 45-2014 as general & payroll obligations of the Township in the amount of \$36,799.62. 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 2014-02-25-47

Summerwind Streetlighting District Phase 4

Ms. Cartwright moved to approve the installation of street lights for Summerwind Streetlighting District Phase 4 at a cost of \$2,013.01 for two 100 watt HPS colonial post fixtures. The estimated monthly operating cost will be approximately \$8.00 per light. The installation cost and monthly operating cost will be levied by the Mahoning County Auditor in equal amounts against each parcel within the special lighting district. Motion seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-02-25-48

Repairs to Truck 204

Mr. Maszczak moved to approve repairs as it relates to checking the engine light and ABS light on Truck # 204 not to exceed \$1,052.10 by Hill International Trucks, LLC. Cost will be paid from super blanket certificate #01-2014. Motion seconded by Ms. Cartwright. Discussion: Mr. Maszczak explained that due to the emergency nature of this repair, he approved these repairs to begin immediately. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-02-25-49

Leaf Spring Repairs Truck #204

Ms. Cartwright moved to approve the replacement of the right and left rear leaf springs to Truck # 204 by Emch Spring Services Inc. at a cost not to exceed \$2,500.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that our trucks are getting beat up; this is the fourth or fifth major repair and has a list she can provide. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-02-25-50

Leaf Spring Repairs Truck #299

Mr. Maszczak moved to approve the replacement of the right rear leaf springs to Truck #299 by Emch Spring Services Inc. at a cost not to exceed \$875.00. The Motion seconded by Ms. Cartwright. Discussion: Mr. Governor asked about the numbers of the trucks. Mr. Rogers explained that the last two numbers indicates the year. Ms. Cartwright reviewed repairs to date. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-02-25-51

Cell Phone Service

Mr. Maszczak moved to approve Verizon Wireless to be the cell phone provider for the Township's Elected Officials, Administrator/Road Superintendent, Zoning Inspector, Road Foreman, and two Public Works employees as needed for business as it relates to the Township for a total of nine phones at the quoted rate of \$400.00 per month. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that the price will cover the State of Ohio Regulatory Fee. Ms. Cartwright noted that this could be a good time to discuss the cell phone policy. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0

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RESOLUTION 2014-02-25-52

Cell Phone Policy – Section 6-4

Ms. Cartwright moved to adopt Section 6-4 (Cellular Phone and Pager Policy) as follows: Canfield Township recognizes that certain job functions require that an employee be accessible when away from the office and during times outside scheduled working hours. For this reason the Township will provide cell phones for selected employees. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-02-25-53

Declared Equipment

Mr. Maszczak moved to declare five (5) Blackberry and seven (7) Kyocera flip phones as salvage or outdated equipment with these phones being donated to charity once new phones from Verizon are received and operational. Motion seconded by Ms. Cartwright. Discussion: Ms. Cartwright was concerned with making sure that data transfer is done before we end service with Sprint. Mr. Rogers will handle with Verizon. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

Microsoft Surface

Mr. Maszczak moved to approve the purchase of five (5) Microsoft Surface tablets with keyboards from the best/lowest vendor Best Buy at a cost of \$579.99 each or the total \$2,899.95 to perform work as it relates to Township business. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak explained that currently the elected officials are using personal equipment to perform Township business and these Surface computers will be provided to the four elected officials and one will remain in the office for use outside of the office. Mr. Rogers has made some good arguments to have one to use outside of the office for meetings and conferences. There was a lengthy discussion about installed programs, working from the cloud, saving and transporting work. Mr. Governor noted that he wants to make sure that whatever the system that we can communicate well with the Fiscal Officer. Fiscal Officer noted that she has three computers at home operating under three different versions of Microsoft Word and Excel. When she moves the minutes between computers she begins to see problems. She recently started moving the minutes to the UAN system and when she goes to save the system warns her that some of the formatting functions will be lost. Ms. Cartwright questioned purchasing equipment with the RT operating system. Ms. Cartwright noted that we must determine what the Government rate is for this equipment. Motion was tabled for additional research.

RESOLUTION 2014-02-25-54

Local Government Innovation Fund Feasibility Study

Ms. Cartwright moved to approve the execution of a letter of support to the Mahoning County Commissioners in obtaining a \$50,000 Local Government Innovation Fund Grant under the Ohio Development Services Agency for the purpose of hiring a consultant to explore the feasibility of a Mutual Public Safety Dispatching Center to include the consolidation of 9-1-1 PSAP's and to improve the communication between safety service providers. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that the Mahoning County Fire Chiefs Association is in favor of this as well as the Mahoning County Township Association members. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0

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RESOLUTION 2014-02-25-55

Executive Session

Mr. Maszczak moved to enter into executive session at 7.45 P.M. to discuss the potential discipline of a public employee. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0

The Board re-entered open session at 8:22pm.

RESOLUTION 2014-02-25-56

Settlement Agreement

Mr. Maszczak moved to adopt the settlement agreement as it relates to Resolution 2013-08-28-153 Disciplinary Action reached by the Township and the International Brotherhood of Teamsters Local 377, regarding the suspension of Township Zoning Inspector Dave Morrison, which reads:

1. The 7 day suspension shall remain however shall be a paid suspension of record;
2. Dave Morrison will be reimbursed for any lost pay as a result of the 7 day unpaid suspension;
3. Dave Morrison shall withdraw his grievance, and;
4. The Union will withdraw the demand to arbitrate.

The result is that Dave Morrison will have a 7 day paid suspension on his record for the disciplinary action taken by the Board but he won't lose any pay as a result. For purposes of progressive discipline any other offenses can result in discipline in excess of a 7 day suspension.

Motion Seconded by Mr. Governor. Discussion: Mr. Maszczak explained progressive discipline. Ms. Cartwright stated for the record that she felt the Board took appropriate action and wasn't in favor of this agreement. Roll Call: Mr. Governor, yes; Ms. Cartwright; no Mr. Maszczak, yes. Motion passed 2 to 1.

ADJOURNMENT

Chairman adjourned the meeting at 8:55pm. The next regular meeting of the Board will be held on March 11, 2014 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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