

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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

Canfield Township Trustees met in Special Session in the Canfield Township Hall, on Tuesday, January 7, 2014 at 7:16 P.M. Chairman Maszczak opened the meeting with Public Presentation. There were four 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

Dave Morrison of 5160 Timbercrest Dr. and Zoning Inspector inquired if the Trustees would be meeting on Tuesday, January 14, or if the Township Hall would be available. Mr. Maszczak confirmed that the next regular meeting of the Board would be on January 28. Mr. Morrison expressed interest in the position of resident representative to the Cardinal Joint Fire District Board. Ms. Cartwright noted that the appointment was made in December. Mr. Morrison presented the Fiscal Officer with a public records request in the form of a letter which he read.

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 December 10, 2013. Minutes with corrections were accepted as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions or comments on the Administrator/Road Superintendent's report. In regards to the Ohio Bureau of Workers Compensation Mr. Rogers explained his plans for the Township to qualify for discounts and will keep the Board informed.

Mr. Rogers reported on the Turnpike Commission/ODOT grant, noting that it is a joint venture with the Commission and that he has been told that these two projects are ideal for this grant. Mercedes will be done this year in house by the Commission while the Pebble Beach Drive project will be in 2015. Total project costs haven't been determined yet but he should have that available for the next meeting and discuss the Township's share.

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Mr. Maszczak asked about the County tagging our road/safety signs and since Mr. Rogers didn't have an answer the Board asked him to stay on top of it and discuss it at the upcoming County Engineers meeting. Also noted was the fact that the County has not upgraded the signs in the Township that they are responsible for to meet the retro-reflective signage requirements.

American Legion Post 177 asked if they could store their flag in the hall between meetings and the Trustees gave permission. Mr. Rogers reported receiving a call from a gentleman that would like permission to perform a paranormal survey at Dean Hill cemetery by setting up sound equipment. Mr. Rogers asked if he was insured in case tombstones were damaged and he is not. The gentleman did have a list of townships that have given him permission in the past. Mr. Rogers did ask for a prosecutor's opinion. Mr. Maszczak was not in favor stating, residents of the Township have loved ones buried there and certainly this can be viewed as disrespectful and just not appropriate. Ms. Cartwright was concerned with damage that could occur and didn't feel it was an appropriate. Mr. Rogers will inform the gentleman.

Mr. Rogers informed the Board that the ABC Water District is planning an informational meeting update and would like at least one of our Trustees to attend. As soon as he has the date he will inform the board.

Mr. Rogers reported on the water meter situation at the multipurpose building at the Canfield Township Community Park and made recommendations as to size and when it should be installed. Fiscal Officer reminded all that these expenses, such as electric, water & sewer must be budgeted for in 2014. 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 2013 final expenses, adjustments to PO's & BC's and changes to the revenue budget to match the final certificate. The Fiscal Officer asked that a financial resolution passed at the last meeting be restated for clarification as it relates to advances coming from the General Fund and paid back to the General Fund. She presented the new purchase orders and blanket certificates for 2014. One purchase order that was made payable to ABC Water District was explained in detail and suggested change from a purchase order to a super blanket certificate. ABC has no checking account to cash checks, a fact that was unknown when the PO was written; however it is sending invoices for payment from multiple vendors. Fiscal Officer reminded the Board of the meeting with the county engineer on January 21, at 11am. Fiscal Officer reported completing the CPIM six hours required training. Certificate is available for viewing. The report was accepted as presented.

NEW BUSINESS

RESOLUTION 2014-01-07-13

Ohio Township Association Winter (OTA) Conference

Mr. Governor moved for Keith Rogers, Township Administrator/Road Superintendent, to attend the 2014 OTA Winter Conference, February 12-15 at the Columbus Convention Ctr., Columbus, Ohio for the purpose of continuing education and to help convey appropriate information to all employees with the Township paying for all the related expenses including registration fee of \$45 for members, hotel, travel and meals. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright noted she has

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asked Mr. Rogers to compile a list of conferences and seminars that he feels will be beneficial for him to attend and the first is on Bio-Retention Design Standards on January 29 from 9am to noon in Richfield sponsored by the Northeast Oh Storm Water Council, the Ohio Dept. of Natural Resources and the Ohio EPA and will focus on the inspection & maintenance of waterway retention & detention ponds. Additionally, he'd like to attend the Ohio Safety Congress & Expo. Sponsored by Ohio Bureau of Workers Compensation March 25-27 at the Columbus Convention Center, Columbus, there are 170 educational sessions offered on a variety of the hottest topics in the industry and will earn the Township credit and a potential rate reduction by his attendance. Another concern with Mr. Rogers attending this conference is that he is on call for plowing. Mr. Maszczak noted that he is not opposed to Keith getting these educational experiences but, his biggest concern is having five people out of the office at the same time. Mr. Governor stated that after reviewing what this conference offers, to him it's a no-brainer...Mr. Rogers has his hands into every day...this is what the man does. If there is a snow event, he doubts if the Township would close down if he was gone for 72 hours. Roll Call: Mr. Governor, yes; Ms. Cartwright; no Mr. Maszczak, no. Motion failed 1 to 2.

RESOLUTION 2014-01-07-14

Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #9240 thru #9280, electronic payments and charges 296-2013 thru 307-2013 as general & payroll obligations of the Township in the amount of \$52,198.26. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that these are the final 2013 payments that needed approval. Roll Call: Mr. Governor, abstain; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 2 to 1 abstention.

RESOLUTION 2014-01-07-15

Rescind Resolution

Mr. Maszczak moved to rescind Resolution 2013-12-10-217 Repayment of Advance and will reword it for clarification purposes. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright noted that this is being done on the advice of the Fiscal Officer to clarify a Resolution that was passed in December. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-01-07-16

Repayment of Advance

Ms. Cartwright moved to approve the repayment of advance from the Permissive Fund line #2231-920-920-0000 back to the General Fund line #1000-941-0000. The advance came from the General Fund to cover the paving program in the amount of \$23,882.10. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-01-07-17

Final 2013 Revenues

Mr. Maszczak moved to approve final revenue budget for 2013 of \$1,630,890.99. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright asked the Fiscal Officer for clarification. Fiscal Officer noted that changes were needed to match the certificate from the county auditor. Roll Call: Mr. Governor, abstain; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 2 to 1 abstention.

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RESOLUTION 2014-01-07-18

Blanket Certificates & Purchase Orders

Ms. Cartwright moved to approve BC01-2014 – BC37-2014 and P001-2014 – P011-2014 for a total of \$739,018.75 to cover expenses. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-01-07-19

Warrant Payments

Mr. Maszczak moved to approve Warrants #9281 thru #9292 as general obligations of the Township in the amount of \$8,373.33. These are payments paid from 2013 PO – BC obligations paid in 2014. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-01-07-20

Zoning Board of Appeals

Ms. Cartwright moved to appoint Mr. George Kelso to an additional five year term on the Zoning Board of Appeals expiring December 31, 2018. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Kelso has been a member of this Board for twenty-five years and has indicated that he wants to continue serving the community in this position. Mr. Governor noted that he doesn't know Mr. Kelso. Ms. Cartwright noted the difficulties in the past by advertising for these positions with very little response. Roll Call: Mr. Governor, abstain; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 2 to 1 abstention.

RESOLUTION 2014-01-07-21

Zoning Commission

Mr. Maszczak moved to appoint Mr. Ken Zuzik to a five-year term on the Zoning Commission expiring December 31, 2018. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that Mr. Zuzik has been an alternate on this board and is moving up to fill the vacancy created by Mrs. Jamie Jamison's departure from the Commission. Her term expired on December 31, 2013. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-01-07-22

Zoning Commission Advertising

Ms. Cartwright moved to advertise in the *Youngstown Vindicator* and the two community newspapers *The Neighbors* and the *Canfield TownCrier* for any Canfield Township resident interested in serving on the Zoning Commission by sending a resume to the Township office at 21 S. Broad Street, Canfield, OH 44406. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Maszczak noted that we do have the first letter of intent from Charlotte Rogers. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

Trustee Comments: Mr. Rogers asked if the Board would like to discuss Attorney Mathews. Mr. Maszczak noted that we need to discuss a couple of dates. All agreed with January 21 at 4pm. Ms. Cartwright will help the Fiscal Officer with the legal ad for this meeting once the date has been confirmed with the attorney.

Ms. Cartwright noted that Major Jeff Alan from the Sheriff's Department has asked to meet with the Trustees regarding the new contract and if all agree, she will ask him to be present at the next meeting. Mr. Governor asked if this contract has expired. Fiscal Officer noted that this is an ongoing contract until

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either party cancels the agreement under the terms of the contract. Ms. Cartwright noted that we have an annual renegotiation process every January. We generally appoint a Trustee to oversee this process, but this year, since the Sheriff has met individually with each of the previous Trustees, he is asking for an audience with this Board.

Ms. Cartwright noted that once again Canfield Township was asked to host the Mahoning County Township Association's picnic just before the fair opens in August. They would like an answer for their next meeting. It is a time consuming effort and during that time we would also be working on our display, previously Mr. Bettile did a lot of the running and preparation, therefore all Trustees need to participate if we agree.

The Fiscal Officer asked the Trustees if they plan to cancel the next meeting of January 14, 2014 since they established the 2nd and 4th Tuesday of each month for the regular meetings. Fiscal Officer noted that a resolution is required to cancel a meeting set forth by the Sunshine Law. Ms. Cartwright noted that she can find where we are required to advertise for a meeting, but can't understand why we would need a resolution to cancel a meeting. Fiscal Officer noted that this Board has established their meetings to be on the 2nd & 4th Tuesday, and should cancel a meeting by resolution. A Board takes action by passing a resolution, whereas discussion means no action taken. [I spoke with Assistant Prosecutor Gaglione on January 15, 2014. She agreed that a motion should be made to cancel a meeting. Cancelling a meeting is an action of the Board. Without a resolution, it's a discussion without no action. A Board can only take action by resolution. She will put it in writing if the Board requests it in writing.]

RESOLUTION 2014-01-07-23 Cancellation of Regular Meeting

Mr. Maszczak moved to cancel the regularly scheduled meeting of January 14, 2014; in light of the fact that we have had the regular meeting after our reorganizational meeting and we will resume our regular meeting on January 28, 2014 at 7pm. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

Ms. Cartwright asked for a follow up on Armando Auto's letter. Mr. Maszczak noted that he has left a message for Armando, but has not received a return call. He will continue to reach out to him.

Ms. Cartwright stated that she had requested and discussed the equipment aging and replacement schedule with Mr. Rogers several times and is now setting a deadline of January 28. Mr. Rogers noted that if we don't have a snow event, he is sure that he can cover the oldest equipment. It's been very time consuming because the files were not adequately kept. Mr. Burkett has tried to organize everything by dates to give them a starting point. He explained that they are trying to get a very detailed report put together for Ms. Cartwright on each truck and believes that they may have three trucks done out of five. Ms. Cartwright noted that this report will be the basis for budgeting to replace equipment.

Mr. Maszczak commended our Public Works Department and Keith Rogers for the work they have done over the last two weeks. We have had significant snow events and the Board appreciates the work done and knows that the residents appreciate the hard work too. We have the best roads in Ohio or at very least in the county to drive on.

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Mr. Governor noted that by accident, he found the Township website. He is looking for some basic information on cost, who updates the site and so on. Ms. Cartwright noted that this is our site that we have developed and it has been live since September and it is still a work in progress. Mr. Governor feels that the website is a hot point that needs to be up and running. He would like to make it his priority, but if Ms. Cartwright would like to continue with it...that is fine, but wants to get it out that he is available and has the experience. Ms. Cartwright offered to share the information she has so far to make a determination. Fiscal Officer noted that Ohio Edison would like to be linked so that residents can report outage of street lights. Mr. Rogers noted that they can get updates on storms thru that site if it's linked.

ADJOURNMENT

Chairman adjourned the meeting at 8:19 pm. The next regular meeting of the Board shall be held on January 28, 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