

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

75

Meeting held on May 13, 2014 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, May 13, 2014 at 7:00pm Chairman Maszczak opened the meeting with the Pledge of Allegiance. There were three 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, |

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. So far this year, twelve single-family residential permits have been issued and numerous miscellaneous permits for a valuation of \$3,888,824 with permit fees totaling \$24,694 to date. In 2013 during the same period, eleven single-family residential, one 4plex and one business permits were issued for a total valuation of \$4,459,925 and \$27,462 in permits fees collected. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions or comments on the Administrator/Road Superintendent's report. Mr. Governor requested an update on the cemetery. Mr. Rogers reported that the Mahoning County surveyors platted 216 cemetery lots in the new section of Dean Hill Cemetery at no cost to the Township. It will be sent to the Township electronically. Ms. Cartwright noted that a date for a field trip to the cemetery needs set as was suggested by Mr. Governor.

Mr. Maszczak asked if everyone has had an opportunity to look over the streets for the paving program. Ms. Cartwright noted that she has started driving the Township roads and has had several residents call about their roads however, she hasn't finished but understands this needs to be completed by the end of the month. Mr. Maszczak asked Ms. Cartwright to email the roads that residents are calling about to the Board. Mr. Governor plans to go out with Mr. Rogers to look at the roads. Ms. Cartwright asked about Gibson Road, noting that we were waiting on the Turnpike Commission to complete work on the bridge and now the work has been moved to 2015. Ms. Cartwright noted that this road is not standard width and that there may be other things we may want to do before paving it, therefore she asked Mr. Rogers to put a report together for the Board's review. Ms. Cartwright asked Mr. Rogers if Gibson Road would be a possible project for Issue I funding, since it's a safety issue for school and emergency vehicles. Mr. Rogers will make the calls and report back to the Board. Ms. Heasley suggested that he pull the original Issue I project for Gibson Road for review, since safety issues were used for that project back in 2005-2006. Mr. Morrison reported that this road was a farm road with only a thirty foot road-right-a-way with water lines on the north side of the road making it difficult to widen the road. Ms. Cartwright noted that there have been discussions about getting easements. Ms. Heasley remembers these issued addressed during the original project and Mr. Rogers needs to review that project. Ms. Cartwright noted that the Board needs to get a list of Issue I projects together for discussion.

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

76

Meeting held on May 13, 2014 at 7:00 P.M.

Mr. Rogers stated that the resolution for the joint paving project with Austintown and Boardman Townships was passed at the last meeting and he has the MOU document ready for Board signatures. Fiscal Officer requested a signed copy for the minutes.

Mr. Rogers updated the Board on the new truck purchases. Assistant Prosecutor Heino has stated that Myers Equipment must match the State Purchase Program word for word or we would have to advertise. Mr. Rogers stated why Myers is the dealer of choice and they can match State Purchase bid word for word. Mr. Governor reviewed that the local merchant is available for warranty work, can match word for word and is less than State Purchase therefore the Prosecutors Office will be OK with it. Mr. Rogers stated that that is correct. Fiscal Officer asked that if Myers bid matches State Purchase word for word...will the price change. Mr. Rogers needs to make sure. Fiscal Officer noted that PNC requires that the title includes the complete vehicle with total cost appearing on the title. Mr. Rogers will discuss with Cerni Motors and get back to the Fiscal Officer. The Board will hold off on the dump bed package resolution until the next meeting. 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 purchase orders, warrants and electronic payments. Fiscal Officer presented two cemetery deeds for signatures for the Dean family. Fiscal Officer reported receipt of a thank you letter from the Canfield War Museum for our support. The report was accepted as presented.

UNFINISHED BUSINESS

RESOLUTION 2014-05-13-105

Parkland Equipment Purchase

Mr. Maszczak moved to approve the purchase of a refrigerated beverage merchandiser and a toastmaster holding cabinet from the best low bid W.C. Zabel Company for the multi-purpose building at the park at a cost of \$3,145.00. The Motion was seconded by Mr. Governor. Discussion: Mr. Maszczak noted that this equipment is required by the Mahoning County Health Department for a level III permit which will allow hot food to be served from the kitchen during events at the park. Ms. Cartwright asked for clarity on levels used by the health department. Mr. Rogers explained his understanding of the levels and equipment required. Ms. Cartwright is concerned with the cost of equipment stating that she is not sure that the facility would be used by caterers. Mr. Governor explained that we compared three (3) types of warming units at various prices. In order to best satisfy the requirements of the Level 3 permit thru the Health Department, the largest of the three (3) units was the best price. Level III is required to permit selling warm food on premises. Mr. Rogers stated that this would be all the equipment needed for some time. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-13-106

Township Domain Address

Mr. Governor moved to approve the purchase of the domain address www.canfieldtownship.org through Go Daddy for two years at a cost of \$30.98. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor noted that this domain address will serve as the address for the Township, Google in the cloud server, and potentially our website. This address will need to be renewed after the expiration of two years. 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

77

Meeting held on May 13, 2014 at 7:00 P.M.

RESOLUTION 2014-05-13-107

Township Cloud Server

Mr. Governor moved to approve the creation of a cloud based server from Google for seven users at a cost of \$11.99 per user per month for a total cost of \$83.93 per month. Each user receives 100GB of storage \$1.99 per month, plus access to the Google Vault feature at \$10.00 per month. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor noted that the account with Google is for the purpose of creating an "in the cloud server" for Township business, sharing files and electronic storage. This type of server is expected to replace our existing in-house server and the expenses involved therein. The vault feature will allow the Township to accurately set data retention policies, reduce search time for public records, and archive all emails. The seven users include the three Trustees, Fiscal Officer, Township Administrator, Zoning Department and the Public Works Department. Google only accepts monthly payments via credit card, and we would need to pay for this account in that manner. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-13-108

Township Credit Card

Ms. Cartwright moved that Canfield Township acquire a Visa Credit Card through Farmers National Bank for the purpose of Township business only. The rules of engagement for this card shall coincide with the policies set forth by the Board of Canfield Township. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that the Board needs to setup some items first. The Board agrees that the Township only needs one card and that card should be in the name and possession of the Administrator with a \$1,200.00 credit limit. Card purchase charge slips explaining reason for expenditure must be turn into the FO immediately.

Ms. Cartwright asked that a report be provided on all credit cards that include type of card, name on the card and purpose of each since this will help in setting policy. Policies for credit cards are still being finalized. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2014-05-13-109

Purchase Orders

Mr. Maszczak moved to approve BC 40-2014, PO 21-2014 thru PO 26-2014 for a total of \$41,780.33 to encumber 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 2014-05-13-110

Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #9560 thru #9593, electronic payments 93-2014 thru 109-2014 as general & payroll obligations of the Township in the amount of \$38,460.62. 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

78

Meeting held on May 13, 2014 at 7:00 P.M.

RESOLUTION 2014-05-13-111

Summer Meeting Schedule

Ms. Cartwright moved to adopt a Summer Meeting Schedule as in past years to one meeting a month from June through September 2014 with the regular meeting schedule resuming in October. During the summer the meetings will take place on the second Tuesday unless otherwise advertised and in October the meeting schedule will return to the second and fourth Tuesdays of each month. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor stated that he personally doesn't agree with this, since we have a lot of work to get done. Ms. Cartwright noted that this is done because we don't have enough Township business during the summer months. Mr. Governor asked, "Why?" Ms. Cartwright stated that we have two or three special meeting as needed. This has been going on for some time. Any special meetings that are necessary will be advertised as in the past. Roll Call: Mr. Governor, no; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 2 to 1.

RESOLUTION 2014-05-13-112

2014 Appliance Drive Advertising

Ms. Cartwright moved to approve the advertising for the 2014 Appliance Drive in the *Vindicator* with the ad running twice a week (Sunday and Wednesday) starting the week of May 18th at a cost not to exceed \$700 and will include on-line advertising. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor expressed concern asking about the billing. Ms. Cartwright noted that we utilize a company's contract that gets a good rate. The *Vindicator* is aware and agrees with it. We receive an invoice from this company with the ads highlighted. Ms. Heasley pays from this invoice. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-13-113

Interstate Shredding LLC

Mr. Maszczak moved to enter into a contract with Interstate Shredding LLC of Girard for the county wide Appliance Drive collection scheduled for Saturday, June 7, 2014 at the Canfield Fairgrounds, to be sponsored by Canfield Township. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak amended the Motion to include that there is no cost to the township for this vendor to be at the event. The amendment was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-13-114

Canfield Gridiron

Ms. Cartwright moved to approve payment to the Canfield Gridiron Club for \$500.00 as a donation in exchange for their help during the Appliance Recycling event which will be held Saturday, June 7, 2014 at the Canfield Fairgrounds. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-13-115

Nuisance Properties

Mr. Maszczak moved to approve under the authority of ORC 505.87 as pursuant to resolution #2010-04-13-98 the following as nuisance properties: 4055 Fairway Drive, 5216 W. Western Reserve Road, 6274 Catawba Drive, 3740 Tyler Drive, 4072 S. Turner Road, 5170 Tippecanoe Road, 5178 Tippecanoe Road, 4376 Mellinger Road, 4816 Messerly Road, 4011 Edenrock Drive, 4146 Sugarbush, and 4257 Burgett Lane. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that this will be the first step in the notification process; letters will be sent to these property owners stating their property

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

79

Meeting held on May 13, 2014 at 7:00 P.M.

has been declared a public nuisance and the property owners will be given 7 days to correct the problem. Once the time has expired, and the problem has not been corrected, the township will then pull contractors from the list of names that registered with the township, and have these contractors submit quotes to correct the nuisance issue. The cost of this service will be submitted to the Mahoning County Auditor and will be added to the properties tax duplicate. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

Trustee Comments: Mr. Maszczak committed on the need for meetings to discuss several items. Ms. Cartwright noted that work still needs done on the Park, cemetery and policies, suggesting that we set two meetings now to get these items done and later set time for the other items on the list. May 21 at 2pm and May 28 at 2pm were set to discuss Parkland, Policies & Procedures, OPWC and any other business that may come before the Board. All agreed. Fiscal Officer will advertise as required.

RESOLUTION 2014-05-13-116

Executive Session

Ms. Cartwright moved to enter into executive session at 8:15pm to discuss potential purchase of land for public purpose of the Township. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

Board returned into open session at 8:23pm.

ADJOURNMENT

Chairman adjourned the meeting at 8:23pm. The next regular meeting of the Board shall be held on May 27, 2014 at 7:00 pm. The Board will meet in special session at 2 pm on May 21 and at 2pm on May 28 to complete discussion of several workshop items.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian Governor, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES



80

Meeting held on May 13, 2014 at 7:00 P.M.
