

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on May 27, 2014 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, May 27, 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.

Public Presentation

Chairman Maszczak recognized Judge Carol Robb, acting Judge in Columbiana County Municipal Court and candidate for the 7th District Court of Appeals. She presented a short presentation on programs that she has implemented.

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 April 22, 2014, Special Meetings of April 23 & April 30, 2014. Ms. Cartwright requested an additional correction to the April 22 minutes on Resolution 2014-04-22-86; the word "and" should appear between the two purchase orders numbers on the original Motion. The Motion was amended to read "thru". It will be corrected, since the minutes are not on hard copy. Minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. So far this year, thirteen single-family residential permits have been issued and numerous miscellaneous permits for a valuation of \$4,141,904 with permit fees totaling \$25,916 to date. In 2013 during the same period, thirteen single-family residential, one 4plex and one business permits were issued for a total valuation of \$4,858,085 and \$30,054 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. Ms. Cartwright made suggestions to Mr. Rogers on how to shorten his report, since many items repeat on the same and following reports.

The Board was updated on the issues with the electric power at the park. It appears that the lift station may be the issue and is being looked into. The Fiscal Officer reported that the Ohio Edison invoice with the high charges was paid.

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Mr. Governor asked who would be installing the shelves in the Multi-Purpose Building at the park. Mr. Rogers noted that the work will be done in-house. Fiscal Officer suggested to Mr. Rogers that since this is not a Road Fund expense and in order to pay the Public Works employees from the correct fund while they work at the Park, she recommended that they list their time under Park, but she will use the line used for Clearwater Federal Mandates until the Board opens and appropriates a specific line for Park wages. Mr. Rogers confirmed that no resolution exists for the food permit noting that work still needs done before it can be written. 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 noted that she has sent for the revised Certificate of All Available to the County Auditor to cover the loan proceeds and adjustment to the budget for the new truck.

Fiscal Officer noted that it's been past practice to change the locks when an employee or elected official leaves employment, but she just learned that it wasn't done this last time. She's concerned because this past Friday, she left with Mr. Rogers at 5pm and knew that all the lights were turned off. She returned on Sunday and found all the lights on including the zoning office that she knew was off an hour before the office was closed on Friday. Mr. Rogers told her that he has looked into a special type of combination lock where the combination can be changed instead of changing locks out each time.

Fiscal Officer has been providing a list of line items in her report from the Appropriation Report for the Board to review. Ms. Cartwright asked about certain lines and the Fiscal Officer did explain, but a meeting or workshop should be done. Fiscal Officer is most concerned with the Road Fund with two line items at around 50% and above spent to date, noting that these lines should be around 35% at this time of year. Fiscal Officer noted that we are required to have a budget in place for the following year by July of the current year. We have gotten out of the practice because our County Auditor waives our budget requirements. She believes it's important for the budget to be planned out one to two years in advance, noting that the information is needed anyway for the auditor around September and even though she puts it together every year, it should be done by the Board. Ms. Cartwright suggested setting time next month for a budget workshop to address both 2014 issues and to start on the 2015 budget. June 11, 2014 at 2pm has been set for a budget workshop. Workshop will be advertised as required. The report was accepted as presented.

UNFINISHED BUSINESS RESOLUTION 2014-05-27-120 Parkland Trash Service

Mr. Maszczak moved to approve Allison Brothers Inc. as the best low bid for the trash service at the park. This service will consist of weekly pick up of 9 toters at \$8.00 each for a monthly invoice of \$72.00 from the months of June to October for a total of \$360.00. The Motion was seconded by Mr. Governor. Mr. Maszczak asked if we enter into an agreement with the Soccer Club to bring the toters down to a specified place at the park for pickup. Mr. Governor stated that they agreed to get the toters to the road on pickup night. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2014-05-27-121

American Legion Post # 177 Lease Agreement

Ms. Cartwright moved to enter into a lease agreement with the American Legion Post # 177 for storage of records and uniform paraphernalia (No Weapons) that will require a 50 square foot area in the Township Hall. The cost associated with this lease will be set at \$1.00 per year made payable to the Township and the American Legion Post # 177 will carry insurance to cover any loss. The Motion was seconded by Mr. Maszczak. Discussion: Fiscal Officer asked if there was a set date for the \$1.00 payment. Mr. Maszczak stated that it's every June. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

2014 Paving Program

Mr. Maszczak moved to proceed with the Township's 2014 Resurfacing Program comprised of Deer Spring Run, Meadowood Drive, Calico Lane, Tryaltan Lane, and Dean Hill Cemetery parking area in conjunction with both Austintown and Boardman Township's resurfacing program. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright noted that since we need to do work on Gibson Road, Mr. Rogers will provide us with the figures and hopefully the cost can be covered by the paving program. There was an incident with a large heavy vehicle that made major indentations in the road that need to be fixed. Mr. Rogers explained what's required to repair Gibson Road, noting that if this road is added to the paving program that is mainly surface work; they may charge more to do this road, since it will take them out of their normal routine. Motion was tabled until tomorrow to give Mr. Rogers more time to get his information together. Mr. Governor asked about Pin Oak Ln. Mr. Rogers explain that there is a lot of work along the pavement. Ms. Cartwright noted that we must stop the erosion on the north side before paving the road.

RESOLUTION 2014-05-27-122

Professional Services for the Fire Station II Project

Ms. Cartwright moved to rescind Resolution 2014-04-22-89 accepting Team8 Architecture for their professional services for the scope of work including permitting and bid documents, bidding assistance, contract preparation assistance, construction administration and inspection, and contract completion from the best low bid for the Fire Station II Insulation and HVAC Remediation Project at a cost of \$4,800.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that after Team8 Architecture's proposal was accepted by the Board of Trustees, we received an email from their President, Tom Madej indicating that he was withdrawing the proposal submitted by his company for personal reasons. Fiscal Officer will void the purchase order payable to this vendor. Roll Call on rescinding Resolution: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-27-123

Professional Services for the Fire Station II Project

Ms. Cartwright move to accept Thrasher Engineering for their professional services for the scope of work including permitting and bid documents, bidding assistance, contract preparation assistance, construction administration and inspection, and contract completion as the next best low bidder for the Fire Station II Insulation and HVAC Remediation Project at a cost of \$4,985.00. 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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NEW BUSINESS

RESOLUTION 2014-05-27-124

Purchase Orders

Mr. Maszczak moved to approve PO 27-2014 and PO 28-2014 for a total of \$9,106.96 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 2014-05-27-125

Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #9594 thru #9622, electronic payments 110-2014 thru 114-2014 as general & payroll obligations of the Township in the amount of \$26,771.18. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-27-126

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: 3615 Tyler Drive and 8154 Leffingwell Rd. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-05-27-127

Executive Session

Ms. Cartwright moved to enter into executive session at 7:54pm 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 8:16pm.

ADJOURNMENT

Chairman adjourned the meeting at 8:17pm. The next regular meeting of the Board shall be held on June 10, 2014 at 7:00 pm. The Board will meet in special session at 2 pm on June 11 for the purpose of a budget workshop.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian Governor, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer