

**MINUTES OF THE REGULAR MEETING OF
THE CANTON TOWNSHIP BOARD OF TRUSTEES
HELD TUESDAY, FEBRUARY 7, 2017**

The Canton Township Board of Trustees met in a Regular Session on Tuesday, February 7, 2017 with Trustee Nichols, Trustee Mittas, and Trustee Shaffer present.

Also in Attendance:

Road Superintendent/Zoning/Park Director Jonathan Smith, Fire Chief Christopher Smith, and Fiscal Officer, Ronald Smith

MEETING MINUTES:

Regular Meeting – January 24, 2017

Mr. Nichols made a motion to approve and waive the reading of the minutes from the January 24, 2017 Regular Meeting. Motion seconded by Mr. Mittas and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Special Meeting – January 28, 2017

Mr. Mittas made a motion to approve and waive the reading of the minutes from the January 28, 2017 Special Meeting. Motion seconded by Mr. Shaffer and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

PUBLIC SPEAKS:

Mary Lee – 4001 Highview Ave, SW

Mrs. Lee asked if it was correct that she pay for two street lighting assessments on each parcel that they own. She also informed the board of her concern for the property located at the corner of Forestdale and 37th Street and the amount of trash. The Zoning Director informed Mrs. Lee that they are aware of the property and that it is being monitored. As of this date there was no trash that could be seen. She was also advised that lighting is billed for each parcel and that if she combined both parcels into one, she could avoid being double billed.

James Lee – 4001 Highview Ave, SW

Mr. Lee addressed the board regarding the storm sewer system and he believes there must be a drain pipe underneath but the water is traveling across the street. The Road Superintendent informed Mr. Lee that he would look at the property to see what can be done.

FIRE:

Fire Chief presented receipts for two weeks for the following: \$9,974.91=Ambulance Billing, \$1,366.50=CPR, \$200.00=Fire Training, \$547.00=Misc. (Radio sale/GovDeals), and \$125.00=Community Center Rental for total receipts of \$12,213.41. Mr. Mittas made a motion to accept the receipts as presented, seconded by Mr. Shaffer and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

DRAFT COPY

These minutes are in draft form, for review only.

They are not considered official meeting minutes until formally approved by the Canton Township Board of Trustees.

DRAFT COPY

Mr. Nichols made a motion to approve Jon Hofstetter to attend the Pierce Manufacturing training at the 2017 Regional Training School located in Florida March 20 – March 24 for maintenance and repairs on the new vehicles at a cost not to exceed \$3,000.00, seconded by Mr. Shaffer and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Mr. Mittas made a motion to approve opening 1 new PO:

PO

\$141,127.14 = Fire Force

Motion seconded by Mr. Nichols. Fiscal Officer certified funds are available. Voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

FYI:

- Collection for an unpaid ambulance bill. It requires a signature so they can bill the insurance company.
- Floor scrubber for the Township Community Center / Fire Administration Building.

ROAD:

Road Superintendent presented receipts for two weeks for the following: \$150.00=Road Opening Permits and \$262.35=BWC Reimbursement for total receipts of \$412.35. Mr. Nichols made a motion to accept the receipts as presented, seconded by Mr. Mittas and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

FYI:

- Patching Report – made it through the township twice and will continue to keep up with the potholes as they appear.
- Will email the documents regarding the sidewalks in the Meyer’s Lake area of Canton Township to discuss prior to pipe work beginning.

ZONING:

Zoning Director presented zoning permit receipts for two weeks in the amount of \$315.00. Mr. Mittas made a motion to accept the receipts as presented, seconded by Mr. Shaffer and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Mr. Nichols made a motion to approve the Board declaring 3 properties as nuisances as deemed by the Zoning Director, and order them abated per Ohio Revised Code 505.173 and/or 505.86 and/or 505.87 and the Canton Township Property Maintenance Code. Motion seconded by Mr. Shaffer and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Dalton Patty J Trustee	1300582	3107 Waynesburg Dr SE	Vehicle
John H. Howard	1312336	221 Cole Ave SE	Unsafe Bldg.
Stephen W. Neisel	1305741	2924 – 24 th Street SE	Vehicle

FYI:

- 2016 Zoning Report
- Nuisance List
- Need to obtain quotes for computer for Trustees' office

TOWNSHIP PARKS:

FYI:

- Field Requests for baseball / softball

FISCAL OFFICER:

Fiscal Officer presented bills in the amount of \$27,551.50, payroll in the amount of \$108,829.58, for total checks in the amount of \$136,381.08. Mr. Nichols made a motion to approve the checks as presented, seconded by Mr. Mittas and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer. Mr. Mittas abstained from 18706. Mr. Nichols abstained from 18707. Mr. Shaffer abstains from 18725 and 18700.

Mr. Nichols made a motion to approve the Amended 2017 Certificate in the amount of \$273,514.00 for the FEMA AFG Grant, seconded by Mr. Mittas and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Mr. Mittas made a motion to approve the January 2017 Bank Reconciliation, seconded by Mr. Shaffer and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Mr. Mittas made a motion to approve the disposal of public records as listed on attached Exhibit A, seconded by Mr. Nichols and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Mr. Mittas made a motion to approve opening 2 new PO's:

PO

\$ 3,500.00 = Stark Soil & Water Conservation District

\$39,969.50 = OTARMA

Motion seconded by Mr. Shaffer. Fiscal Officer certified funds are available. Voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

FYI:

- Payment Register and Fund Status reports handed out to all three Trustees and Department Heads. New appropriation status report and new PO & BC lists to be given to Department Heads on Thursday, February 9, 2017.
- Trustees to sign February 2017 Payroll Distribution
- Park Expenses - \$30k allocated
- Companion – Dental Increase of 4%

PUBLIC SPEAKS:

No public speaks at this time.

TRUSTEES:

Mr. Mittas

No topics submitted for discussion.

Mr. Shaffer

FYI:

- Work session with school.

Mr. Mittas made a motion to offer a discount of 25% on stale ambulance accounts if paid in February, March, or April 2017, seconded by Mr. Nichols and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

MR. NICHOLS:

EXECUTIVE SESSION:

Mr. Nichols made a motion to move into Executive Session at 8:18 p.m. with Trustees, Fiscal Officer, and Attorney Charles Hall to confer with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action per Ohio Revised Code Section 121.22(G)(3) with no decision to be made. Motion seconded by Mr. Mittas.

Roll Call Vote:	Mr. Mittas	YES
	Mr. Nichols	YES
	Mr. Shaffer	YES

Mr. Nichols made a motion to move out of Executive Session at 8:48 p.m. Motion seconded by Mr. Mittas.

Roll Call Vote:	Mr. Mittas	YES
	Mr. Nichols	YES
	Mr. Shaffer	YES

ADJOURN:

No further business coming before the Board, Mr. Nichols made a motion to adjourn at 8:48 p.m., seconded by Mr. Shaffer and voting YES – Mr. Nichols, Mr. Mittas, and Mr. Shaffer.

Ronald L. Smith, Fiscal Officer

Christopher B. Nichols, President

William G. Mittas, Vice President

Mark R. Shaffer, Member

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Road - 01	Requisitions-Invoices-Purchase Orders 2006-2012	3 years	Paper		<input type="checkbox"/>
Fire - 01	Requisitions-Invoices-Purchase Orders 2006-2012	3 years	Paper		<input type="checkbox"/>
Zoning -01	Requisitions-Invoices-Purchase Orders 2006-2012	3 years	Paper		<input type="checkbox"/>
General - 01	Requisitons-Invoices-Purchase Orders 2006-2012	3 years	Paper		<input type="checkbox"/>
General - 02	Monthly Reports - 2006-2012	3 years	Paper		<input type="checkbox"/>
General - 03	Ohio Revised Code Books - Old	3 years	Paper		<input type="checkbox"/>
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EXHIBIT A



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
	15-FD-016		Fire report/incident & response reports	Electronic format from 2008 & later	2007 & earlier	paper records	Upon approval	
	15-FD-009		EMS reports including all demographic & medical information	Electronic format from 2008 & later	2007 & earlier	paper records	Upon approval	
	15-AB-02		EOB's & check copies (paper copies)	Electronic files of all 2010 & later	2009 & earlier		Upon approval	
	15-AB-04		Reconciliation files & reports	All formats 2010 & later	2009 & earlier		Upon approval	
	15-AB-01		Amb. billing all misc records	All formats 2010 & later	2009 & earlier		Upon approval	
	15-AB-06		Collection statements & agency reports	All formats 2010 & later	2009 & earlier		Upon approval	
	15-FD-037		Daily vehicle checkouts	All formats of records for Life of vehicle	Records of vehicles no longer owned		Upon approval	
	15-FD-024		Personnel Employment Apps & testing	All formats of personnel employed	All applicants not hired		Upon approval	
	15-FD-011		Vehicle maintenance records	All formats current vehicles life of equipment	Records for all vehicles no longer owned		Upon approval	
	15-FD-018		Fuel log records	Maintenance dept maintains fuel records now	All paper records 2013 and earlier		Upon approval	



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
	15-FD-030		Reports of incidents & damaged/lost equipment SOG's & policies	All formats 2013 & later	All paper records 2012 and earlier	Upon approval		
	15-FD-033			All types of Current & In-effect SOG's	All SOG's no longer in effect/superseded	Upon approval		
	15-FD-036		Work schedules (Included vacation & kelly requests/schedules, attendance, staffing	Paper & electronic forms from 2013 & later	All paper records 2012 and earlier	Upon approval		
	15-FD-042		Fire Department reports/forms not specified on retention schedule	All formats 2013 & later	All from 2014 & later	Upon approval		
			COPIES ONLY of bills & check sent to Fiscal Officer	All formats 2015 & later Copies	Paper copies 2014 & earlier	Upon approval		
			COPIES ONLY of FD payroll records sent to Fiscal Officer	All formats 2015 & later Copies	Paper copies 2014 & earlier	Upon approval		
			COPIES ONLY of FD utility bills sent to Fiscal Officer	All formats 2015 & later Copies	Paper copies 2014 & earlier	Upon approval		