

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: April 7, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Eli Gingerich, Mark Kidd, Tim Rose, Megan Toitch

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Whitmer made a motion, seconded by Ishmael to approve the March 3, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's March 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- March 31, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had two outstanding warrants. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded "yes." Whitmer made a motion, seconded by Schrock to approve the March 31, 2014 bank reconciliation.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

- Resolutions:
 - **Resolution 2014-3-2** (See Resolution Book)
To authorize the establishment of an Agricultural Security Area on property pursuant to the terms and conditions as stated in the Resolution.
 - **Resolution 2014-3-3** (See Resolution Book)
To spend no more than \$1,500 for new stainless steel lockable mailbox and to brick the new mailbox with a limestone cap
 - **2014-3-4** (See Resolution Book)
To participate in the OTARMA Motor Vehicle Records program
 - **2014-3-5** (See Resolution Book)
To allow Schrock the right of approval for the purchase and installation of backup LED lights for the new Ford F550 Truck
- Purchase Orders (56-2014 through 65-2014) and checks to cover payroll and non-payroll obligations. Ishmael made a motion, seconded by Schrock to approve all Resolutions, Purchase Orders, payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock informed Trustees that she plans to attend the Public Records Training on April 8, 2014, and will submit reimbursement for mileage and parking expenses to attend training.

Fiscal Officer Schrock reported that she applied for and received the gratis plates for the new Ford F550 Truck.

Fiscal Officer Schrock updated the Key List and reported that Key #5 is unaccounted for and that we need to retrieve keys that were assigned to John Lewis and Ronnie Roberts. Trustee Ishmael will check on Key #5 and contact John Lewis to retrieve Key #11. Trustee Schrock will contact Ronnie Roberts to retrieve Key #12.

Fiscal Officer Schrock reported that the new stainless steel lockable mailbox has arrived. Plans are for Eli Gingerich to dig the hole and pour the cement on April 22 and for Mark Gingerich to brick the mailbox on April 24 and 25.

Fiscal Officer Schrock prepared all of the necessary forms and payment to request Motor Vehicle Records for Eli Gingerich, Pete Hammond, John E. Miller, and Don Price.

Fiscal Officer Schrock reported that a quote to cut down trees is an acceptable expense to be submitted for the OTARMA MORE (Managing Ohio Risk Exposures) Grant.

Fiscal Officer Schrock reported that the Madison County Farm Bureau's Policy Development Resource Meeting is Tuesday, April 29, at Lake Choctaw Lodge. Trustee Whitmer plans to attend.

The Madison County Board of Elections will be using our Township building for the election to be held on Tuesday, May 6. Fiscal Officer Schrock will open the building for the Board of Elections on Monday, May 5, to deliver the voting equipment, on May 6 for the election, and on Wednesday, May 7, when the Board of Elections will pick up the voting equipment.

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Fiscal Officer Schrock plans to meet with Allison Blanton, Business Development Manager for the Staples Advantage business program, on April 24. This program includes not only office supplies but also cleaning and break room supplies, print, technology, and furniture. They customize this program for each individual business to make sure the items bought on a regular basis are the most deeply discounted.

After some discussion, Trustees agreed to reimburse physicals for Trustees and hourly employees who have CDL Licenses. Medical cards for CDL Licenses expire every 2 years. Ishmael made a motion, seconded by Whitmer to reimburse physicals. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Resolution 2009-2-2, Canaan Township Policies Handbook – Policy #4.08, states: *Any intermittent employee who has been requested to come to work by a Trustee or Supervisor for less than 3 hours (0 to 3 hours) is to be paid for a minimum of 3 hours. This work will pertain to needed help by the Supervisor or Trustee or for safety reasons.* After some discussion, the Trustees agreed to revise this Resolution/Policy to read as follows: *Any intermittent employee who has been requested to come to work by a Trustee or Supervisor for work that pertains to needed help by the Supervisor or Trustee or for safety reasons, is to be paid to the actual hour and rounded to the closest ½ hour. For example: 1 hour and 10 minutes would be rounded to 1.5 hours.* Schrock made a motion, seconded by Whitmer to approve this revised Resolution/Policy.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

Health & Safety Ishmael invited Megan Toitch from Ohio Insurance Service Agency, Inc., to give an overview on the Ohio Public Entity Consortium, a non-profit group dedicated to developing a platform on which members could access better benefits and lower rates. Current membership consists of over 250 groups including townships, villages, cities, counties and many combined service groups. At this time, Ms. Toitch’s presentation was for information purposes only.

Zoning The Canaan Township Trustees received a letter from Matt Timmons requesting support in his pursuit of a conditional use zoning variance at the property located on the northeast corner at the intersection of Lucas Road and Plain City-Georgesville Road, also known as Parcel 01-00425.000. After reviewing his request, the Board of Trustees determined that we cannot support the proposal to subdivide the 14-acre plot into 4 buildable plots. The Board is committed to adhering to the current comprehensive plan as we believe it is in the best interest for our community and for the residents of Canaan Township. Ishmael will generate a letter in response to Mr. Timmons request.

Schrock attended a joint meeting with the County Commissioners to approve the Agricultural Security Area Program Application and Resolution on behalf of Howard and Louise Yoder, Alton and Lovina Beachy, and the Helmuth Family Trust.

Fire Chief Mark Kidd attended the meeting to cover the many areas that the Pleasant Valley Joint Fire District is focusing on and to answer any questions we had.

Roads Schrock informed us that Shekinah will do the annual roadside cleanup for our Township. They will begin cleanup on April 11th and finish on April 26th. Aaron Miller, Shekinah contact, will need vests. Eli will pick up enough vests from the County and purchase trash bags. Ishmael made a motion, seconded by Whitmer to pay Shekinah \$1,350 for annual roadside cleanup. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Schrock reported on the meeting he had with our hourly employees regarding the snowplow truck – 3 dumps of grit on the truck is severely overloaded. Only 2 dumps of grit will be allowed from now on.

On April 2, Schrock had a drive-around the Township with Dave Brand, Madison County Engineer, and Levin Hutson, Madison County Operations Superintendent, to address the needs of our Township, such as road repairs and tree trimming. Brand told Schrock that they will not be able to help us with anything this year, specifically cutting down trees. The State is still a possibility. Trustees will table discussion on removal/trimming of road trees and make trees a priority. Eli Gingerich will begin repairing potholes on Smith-Calhoun Road.

Schrock stated that we put up high water signs because of the rains. Beckers, residents on Hayden Run Road, offered to pick up the high water signs. Our Township cannot close roads. Only the County can close roads due to high water or other hazardous road conditions.

Schrock reported that our mowers are ready for mowing season.

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Cemetery

Guest Tim Rose submitted a quote for \$1,500 to remove the Ash tree and remove the stump behind Big Darby Baptist Church at the cemetery. Whitmer made a motion, seconded by Schrock to spend no more than \$1,500 to cut down this Ash tree and remove the stump. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Rose plans to cut this Ash tree down towards the end of April.

Whitmer reported that he passed the test and obtained his Pesticide License. He will train Eli Gingerich on pesticide spraying. Eli plans to start spraying for weeds mid-April. Ishmael made a motion, seconded by Whitmer, to spend no more than \$1,500 on lawn chemicals. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Whitmer has invited a gentleman from Piqua, who is very knowledgeable in cemetery management, to visit our facility and cemetery on Tuesday, April 22, to evaluate our cemetery and make recommendations for laying out drainage.

After reviewing quality and pricing of flags from Admiral Flags and Flag Lady, Ishmael plans to purchase a gross (144) flags for the cemetery and a set for the Township flagpole from The Flag Lady's Flag Store.

Building

Ishmael reported that he had to pump out the water tank, as it was full. Eli painted the overhead door and greased all of the rollers. Whitmer commended the cleanliness of the wash bay. Ishmael stated that we need to repair cracks in the blacktop and reseal the parking lot, as well as the crack between the concrete and blacktop. Will consider company utilized for township roads repair to complete this work.

Miscellaneous

Nothing to report.

Whitmer moved that the meeting be adjourned and Ishmael seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, May 5, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: August 4, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Tom Bichsel, Stan Cameron, Eli Gingerich, Craig Morelock, Tim Rose

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Whitmer made a motion, seconded by Ishmael to approve the July 7, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's July 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- July 31, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded "yes." Whitmer made a motion, seconded by Ishmael to approve the July 31, 2014 bank reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
- Resolutions:
 - **Resolution 2014-7-2** (See Resolution Book)
To purchase and install wireless router to provide wired and wireless internet connections within the Township building
 - **Resolution 2014-7-3** (See Resolution Book)
To declare filing cabinet, wooden bookcase and shredder obsolete inventory
 - **Resolution 2014-7-4** (See Resolution Book)
To approve the 2014 Crack Seal proposal from American Pavements
 - **Resolution 2014-7-5** (See Resolution Book)
To approve the 2014 SPARS Repairs proposal from American Pavements
 - **Resolution 2014-7-6** (See Resolution Book)
To approve Steve Creamer's proposal for intersecting points of interest at Big Darby Cemetery
 - **Resolution 2014-7-7** (See Resolution Book)
To approve to spend no more than \$400 to clean the Township building carpets
 - **Resolution 2014-8-1** (See Resolution Book)
To approve miscellaneous purchases
Schrock made a motion, seconded by Whitmer, to approve all Resolutions.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.
- Purchase Orders (95-2014 through 98-2014) and checks to cover payroll and non-payroll obligations. Schrock made a motion, seconded by Whitmer, to approve all Purchase Orders, payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock passed out three Management Reports to Trustees – Fund Summary, Revenue Summary, and Appropriation Summary. After review of these reports, Trustees said that they would like to receive these reports on a quarterly basis.

Fiscal Officer Schrock passed out copies of Personnel Handbook Policy 4.01 B, 4.01 E, and Policy 4.07 G for review. After some discussion, Trustees agreed to keep the policies as is as stated in the Handbook. The Ohio Revised Code 505.601 regarding Health Care Reimbursement for employees who work more than 29 hours per week will be discussed at the September 2 meeting.

Fiscal Officer Schrock was pleased to report that we received \$412.95 from OTARMA as part of their capital distribution to all OTARMA members.

The Township photo session took place on Saturday, August 2, with the 3 Trustees, Fiscal Officer, and 5 hourly employees. Fiscal Officer Schrock will select a couple of photos to submit to OTARMA for their 2015 OTARMA calendar as well as for other publications. If our Township photo is used, we will receive acknowledgement in all publications where the photo is used. This is a great opportunity to showcase our township to all OTARMA Members.

Fiscal Officer Schrock stated that the scrap tire collection is scheduled for Saturday, September 6, from 8:00 to 11:30 AM at the Madison County Fairgrounds. Trustees discussed participating in the Steam Threshers Parade and decided that we not participate since most parade participants are within the Village of Plain City.

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- Health & Safety** Schrock reported, per Mary Ann Webb, Madison County Health Commissioner, that clinics are doing immunizations for schools starting this month and that every school district in Madison County has a nurse. Schrock also reported that the burn pile at Canaan Communities is no longer there.
- Zoning** Ishmael reported that the driveway next to Ben Honaker on Plain City Georgesville Road is now being mowed and looks a lot better. The driveway still needs a tile ditch as requested by the Engineer's office. Several new homes are going up on Smith Calhoun Road and Amity Pike.
- The Trustees received an email from a concerned Canaan Township resident about the multiple businesses located on Lafayette-Plain City Road. David Hughes, Madison County Zoning, is sending letters to the 2 owners of these businesses to request zoning variances.
- Fire** Ishmael reported that the parking lot at the Pleasant Valley Joint Fire District (PVJFD) needs new asphalt. The PVJFD passed a resolution to resurface the parking lot but was concerned that spending money on the parking lot, when they need to pass a levy in the Fall, might be detrimental. Fortunately, this expense was budgeted for during last year's budget process. Ishmael will forward meeting minutes to Trustees and Fiscal Officer.
- Roads** Schrock reported that we finished our second round of mowing ditches and that we are starting on round three. The American Pavements 2014 Crack Seal and SPARS Repairs road work on the Township cul-de-sacs is scheduled to begin on Monday, August 11.
- Schrock and Eli Gingerich took the International Truck to Gingerich Specialists for a checkup. The truck has a brake problem. Estimate to repair the International Truck is \$1,268.80. Schrock made a motion, seconded by Whitmer, to spend no more than \$1,500 to repair the truck and get it ready for snow. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**
- Schrock recommends that we purchase green neon t-shirts for our ditch mowers for their safety when getting off of the tractors to pick up trash. Fiscal Officer Schrock brought samples of t-shirts to look at with pricing. Schrock made a motion, seconded by Whitmer, to spend no more than \$80 for t-shirts. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**
- Ishmael asked Tim Rose to drive down Smith Calhoun and Price Hilliards during the meeting and to return to the meeting with a prioritized list of hazardous trees to remove so that the Trustees can make a decision on what hazardous trees to remove. Trustees asked Fiscal Officer to look at where we would have monies to remove these hazardous trees and report back to them.
- Fiscal Officer Schrock asked if the Trustees have ever considered asking the Jonathan Alder School District high school students who need community hours to assist in the annual trash collection. Because of liability and supervisory issues, we are not able to have these students assist with trash collection.
- Cemetery** Whitmer revisited the estimate that was discussed at the July meeting, from Steve Creamer, Creamer Farm Drainage, on the proposed work at Big Darby Cemetery. At the July meeting, the Trustees approved to spend \$850 for the proposed work at Big Darby Cemetery per Resolution No. 2014-7-6. After looking closer at the estimate, Whitmer noticed that the total amount of the estimate is for \$1,600.00 which includes the topography survey and for the intersecting points of interest located by others connected to the topography survey at Big Darby Cemetery. After Whitmer's further clarification of the estimate, Ishmael made a motion, seconded by Schrock, to approve Steve Creamer's proposal in the amount of \$1,600.00 for the proposed work at Big Darby Cemetery.
- Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**
- Whitmer mentioned that the cracks in the blacktop at the cemetery need sealed. Bud Schrock plans to seal the cracks at the cemetery this week. Eli plans to install the pump and pull weeds around the flag pole at the cemetery this week. Eli mentioned that Pete Hammond will be on vacation in August and that he will need Bud Schrock to help him mow the cemetery.

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Building

Ishmael presented pricing for general pest control in the Township building. After some discussion, Ishmael made a motion, seconded by Schrock, to spend \$320 per year to spray for pest control four times a year. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Ishmael purchased and installed a wireless router in the township building in July. This wireless router provides wired and wireless internet connections with the Township building.

Eli Gingerich had the Township carpets cleaned on Friday, August 1. Ishmael mentioned that we need to purchase bathroom supplies and 3 new toilet brushes for each bathroom. Fiscal Officer will purchase the needed supplies.

Schrock presented two quotes from Capital City Seal Coating for sealing and striping the Township blacktop: 1) 2 coat spray is \$1,200.00; and 2) striping + 1 handicap stencil and hash is \$350.00. Eli Gingerich also presented pricing for materials for him and Pete Hammond to seal the Township blacktop. Materials would be \$220.00 plus their labor. Trustees will discuss sealing and striping the Township blacktop at the September meeting.

Ishmael mentioned that the long crack between the asphalt and cement driveway along the bay doors at the Township building needs repaired. Eli will ask Bud Schrock to repair the long crack.

Ishmael stated he has talked to several people who are interested in cleaning the Township building due to Teri Butterfield's resignation. Trustees agreed to have Ishmael select a person to clean for the Township. Fiscal Officer will provide Ishmael with a Janitorial Contract.

Eli reported that the outside light on the building needs repaired. He believes there is a problem with the ballast since the bulbs don't last. Ishmael made a motion, seconded by Schrock, to spend no more than \$300 to repair the outside light on the building.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

Miscellaneous

Tom Bichsel, Jonathan Alder Soccer Association (JASA), attended the meeting to inform the Trustees that the land they lease from Dutch Corporation expires this year. The JASA has options for additional terms, however, Dutch Corporation is interested in selling the property. Since the JASA began in 1998, more than 2300 children have participated in their program. Tom asked the Trustees if they knew of any grants from the county or state or land available to support/continue the JASA program. After some discussion, we took Tom's phone numbers and told him that we would contact him if we learn of anything that can help support the JASA program.

Visitor Craig Morelock addressed the ongoing drainage concerns on the corner of Carters Mill Road and Hayden Run Road. The constant flooding on Carters Mill Road is a dangerous situation and needs fixed to protect the area residents from lawsuits. Morelock desires a catch basin on Carters Mill. After much discussion on the situation, Ishmael suggested that Morelock have an informative conversation with our Madison County Commissioners.

Whitmer moved that the meeting be adjourned and Schrock seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Tuesday, September 2, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

MEETING TO PREPARE THE 2015 BUDGET

Held: December 22, 2014	7:30 to 10:30 PM	Page 1 of 2
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Ishmael made a motion, seconded by Whitmer, to approve the December 1, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s December 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- Resolutions:
 - **Resolution 2014-12-2** (See Resolution Book)
To approve to spend no more than \$2,000 to repair our existing high-speed mower
 - **Resolution 2014-12-3** (See Resolution Book)
To approve to spend no more than \$350 to install a new rubber deflector kit on the new snow blade
 - **Resolution 2014-12-4** (See Resolution Book)
To approve to spend no more than \$4,600 for labor and equipment to clear all trees and saplings, haul stumps to Scott’s landfill, and labor and equipment to grade area after cleared at Big Darby Cemetery
 - **Resolution 2014-12-5** (See Resolution Book)
To approve miscellaneous expenses
Ishmael made a motion, seconded by Schrock, to approve all Resolutions.
Roll Call: Ishmael-abstained, Schrock-yes, Whitmer-yes.
- Purchase Orders (134-2014 through 139-2014) and checks to cover payroll and non-payroll obligations.
- Cemetery Deed for Jerry M. and JoAnn Bigham – Fiscal Officer Schrock reissued cemetery deed for Jerry M. and JoAnn Bigham to correct Jerry’s middle initial. Trustees signed corrected cemetery deed.

Review Fiscal Officer Schrock provided copies of the December Grassroot Clippings article on 2015 Compensation Charts and shared info about the Ohio Township Association Winter Conference & Trade Show scheduled for January 28-31, 2015, at the Columbus Convention Center.

Budget Estimated Resources Evaluation The Trustees reviewed the December 22, 2014, UAN Fund Status Report and the UAN Revenue Status by Fund Report. The Trustees compared the past year’s receipts with the Auditor’s projections as well as Fiscal Officer Schrock’s Estimated Resources Worksheet for the 2015 Budget Projection.

Fiscal Officer Schrock presented the Trustees with the 2015 Estimated Property Tax Revenue provided by the Madison County Auditor. These tax revenue estimates are used for 2015 planning purposes. Ishmael made a motion, seconded by Schrock, to accept the 2015 1.5 Mill Estimated Property Tax Revenue. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Trustees signed tax rates. Fiscal Officer Schrock will mail signed copy to Madison County Auditor indicating our acceptance of tax revenue estimates.

Line Item Appropriations Evaluation The Trustees reviewed the December 22, 2014, UAN Appropriation Status Report which lists line item appropriations with last year’s budget, amounts encumbered and spent to date. Planned projects were discussed. Fiscal Officer Schrock prepared 2015 Line Item Appropriations Budget for review. Fiscal Officer Schrock will make adjustments to the Line Item Appropriations before submitting the “Certificate of the Total Amount From All Sources Available For Expenditures and Balances” worksheet to the County Budget Commission to receive the 2015 permanent budget certificate.

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Health Benefits Health benefits are offered to the Board members as reflected in Resolution 2003-12-3 (12/22/2003) and its later life insurance update Resolution 2005-12-1 (12/31/2005). No group major medical plan has been set in place.

Effective January 1, 2014, per the Affordable Care Act (ACA), instead of health insurance reimbursements being an Accounting transaction, which they were not taxed, became a Payroll transaction, treated as a bonus and taxed, per the IRS. Evan Rogell, President and CEO of Insurance Services & Consultants, informed the Trustees of the IRS 105 plan. The IRS 105 plan, if done correctly, allows for compliant, tax-free reimbursement of employees' individual health insurance premiums.

Mr. Rogell chose Zane Benefits, the leader in providing compliance software for IRS 105 plans, to implement an IRS 105 plan for our health benefits. Mr. Rogell provided us with a 10-page ZaneHealth Summary of Services and Fees. To implement an IRS 105 plan, the following costs apply: a one-time Zane Software charge of \$1,000, a one-time trustee/fiscal officer enrollment fee of \$35.00 per person, and a monthly service fee of \$12.00 per person. After some discussion, Ishmael made a motion, seconded by Whitmer to adopt the IRS 105 Plan. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock will work with Mr. Rogell and Zane Benefits to implement an IRS 105 plan for health insurance reimbursements.

Payroll Schrock recommended a cost of living increase for hourly employees. After some discussion, Whitmer made a motion, seconded by Schrock, to apply the following wage related items to the 2015 Township payroll. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Canaan Township Salaried Employees: The Board will continue to be paid from the general fund on a monthly basis, the salaries as dictated by the ORC \$250,000-\$500,000 budget level formula. Trustees' hours must be identified in writing to be charged to any fund other than the general fund.

Canaan Township 2015 Hourly Wage Schedule Intermittent Employee Classification

- Hourly Maintenance, Mowing, & Cemetery Lead Person - \$19.50/Hour
- Experienced Hourly, Maintenance, Mowing & Cemetery - \$17.00/Hour
- Newly Hired Hourly, Maintenance, Mowing & Cemetery - \$14.40/Hour
- Road – Snow Monday through Saturday - \$18.25/Hour
- Road – Snow Sundays and Holidays - \$20.25/Hour

Overtime: As stated within Resolution 2003-10-01 (10/06/2003)

The Canaan Township Trustees have designated the following time period as their standard work week for the purpose of determining overtime payment: Sunday 00:00 AM through Saturday 24:00 PM. The six-minute increment rule will be honored.

Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. A bonus will be paid to hourly workers who are still available for work at year end 2015 and have worked a minimum of 25 hours in the year. Bonus rate is \$.50 x total hours worked January-December 2015 payroll periods. The minimum payment to be \$50.00.

Cemetery The Trustees agreed to leave all Cemetery rates unchanged at this time. The Trustees discussed the planned improvements to be done at the Cemetery in 2015 in order to set up the 2015 Appropriation Status. The Trustees discussed putting in a new drive, moving the fence and clearing the trees and saplings, and installing new drainage throughout the cemetery.

Building Fiscal Officer Schrock said the Security Monitor in the Township Office has NO SIGNAL. Trustees approved to have Stewart Security Services come to troubleshoot.

Schrock moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Scheduled Session is the Annual Organizational Meeting scheduled for Monday, January 5, 2015, at 6:30 PM. Fiscal Officer Schrock will send an email request to the Madison Press/Plain City Advocate and Madison Messenger to put the meeting notice in the papers.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: February 3, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Eli Gingerich, Tim Rose, Tim Suter

Chairman Ishmael called meeting to order. Roll Call: Ishmael **yes**, Schrock **yes**, and Whitmer **yes**.

Ishmael made a motion, seconded by Schrock to approve the January 6, 2014 Organizational Meeting Minutes. Roll Call: Ishmael - **yes**, Schrock - **yes**, Whitmer - **yes**. File copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s January 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- January 31, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded “yes.”
- Resolutions:
 - **Resolution 2014-1-1** (See Resolution Book)
*The 2014 Monthly Meeting Schedule and the new meeting time change to 6:30 PM
 - **Resolution 2014-1-2** (See Resolution Book)
*To spend no more than \$40 to repair or replace the Township building chair pad
 - **Resolution 2014-2-1** (See Resolution Book)
*To approve for payment miscellaneous expenses
- Purchase Orders (31-2014 through 41-2014) and checks to cover payroll and non-payroll obligations.

Fiscal Officer Schrock reported that she received the 2014 Budget Certificate on January 10, 2014.

Fiscal Officer Schrock reminded the Trustees of the Annual Township trustees and Engineers Meeting on February 10, 6:30 PM, at the London Senior Center.

Fiscal Officer Schrock registered Trustees and Fiscal Officer for the 2014 OTA Winter Conference February 12-14. Everyone should have received a postcard to confirm their registration. Fiscal Officer Schrock also provided each Trustee with a conference schedule of classes. After some discussion, Whitmer made a motion, seconded by Schrock to approve reimbursing attendees’ parking and mileage expenses for the Conference. Roll Call: Ishmael-**yes**, Schrock-**yes**, Whitmer-**yes**. Fiscal Officer Schrock will investigate the current IRS mileage reimbursement amount and report back to the Trustees.

Fiscal Officer Schrock requested to attend the 15th Annual Local Government Officials Conference on March 5-6, 2014. The fee for the 2-day conference is \$175.00. Whitmer made a motion, seconded by Ishmael, to approve the registration fee and to reimburse parking and mileage expenses for the Fiscal Officer to attend this conference. Roll Call: Ishmael-**yes**, Schrock-**yes**, Whitmer-**yes**.

Fiscal Officer Schrock reported that there was a mouse in the Township office. Eli Gingerich was the hero and caught and disposed of the mouse. Discussion followed as to ways in which to prevent further mouse intrusions such as looking at possible entryways from the outside and inside of the building. Fiscal Officer Schrock suggested purchasing plastic file boxes with lids to prevent mice from destroying documents stored in the Township office. Whitmer made a motion, seconded by Schrock, to approve \$175 for the purchase of plastic storage containers for the Township office. Roll Call: Ishmael-**yes**, Schrock-**yes**, Whitmer-**yes**.

Fiscal Officer Schrock stated that she needs to purchase 8.5x14 binders to hold the meeting minutes, preprinted checks and double-window envelopes, and miscellaneous cleaning supplies. Whitmer made a motion, seconded by Schrock to approve the purchase of miscellaneous office and cleaning supplies as necessary. Roll Call: Ishmael-**yes**, Schrock-**yes**, Whitmer-**yes**.

Fiscal Officer Schrock stated that she purchased a 4-drawer letter size filing cabinet for the Fiscal Officer’s office through craigslist. Schrock made a motion, seconded by Whitmer to reimburse Fiscal Officer Schrock \$20 for the purchase of the filing cabinet. Roll Call: Ishmael-**yes**, Schrock-**yes**, Whitmer-**yes**.

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
2014 REGULARLY SCHEDULED SESSION

Held: February 3, 2014

6:30 to 9:30 PM

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Some discussion followed about an address change for the Township mail currently going to PO Box 403 at the Plain City Post Office. Fiscal Officer Schrock would prefer to have the Township mail delivered to the mailbox at the Township building address since she works at the Township building. Ishmael addressed his concern for having Township mail delivered to an unlocked mailbox. Fiscal Officer Schrock suggested that we purchase a locked stainless steel mailbox so that all mail could be delivered to the Township address. After some discussion, the idea to purchase a locked mailbox is tabled for the March meeting.

The Trustees are interested in looking into group health insurance for better rates for the Trustees and Fiscal Officer. Ishmael contacted two different insurance agencies, Ohio Insurance Service Agency and Burnham & Flowers PBEA Insurance, to ask for quotes. Ishmael also provided criteria for the Trustees and Fiscal Officer to fill out that health insurance companies ask for. Whitmer mentioned that he is already getting a good rate with OPERS. Ishmael will report his findings at the next regularly scheduled meeting.

Fiscal Officer Schrock will contact Rob Slane, Madison County Township Association CIO Support, to update the information on our Canaan Township web site, as well as post past meeting minutes.

Fiscal Officer Schrock reported that the chair pad is not replaceable (refer to Resolution 2014-1-2). The chair will be stored in the Township utility room.

Health & Safety Schrock reported that one 56-year-old man, in Clark County, has died from the H1N1 virus. Schrock also reported that they are still giving flu shots.

The Health Department is investigating the house at 8420 Plain City Georgesville Road that burned last October. A man is still living in the house. The building is structurally sound but has no heat or water. Mary Ann Webb, Health Commissioner, is following up with this case and will send the man a letter to notify him that he has so much time to comply or move out. Ishmael believes that the house will be condemned.

Zoning Ishmael reported that the Pansika/Orr business needs a proper permit and clean up. The business is operating under zoning and many health code violations. David Hughes, Madison County Zoning, is addressing these zoning violations.

Fire Ishmael reported that there was a house fire on Smith-Calhoun Road and completely destroyed the house. Ishmael reported that the Pleasant Valley Fire Department (PVFD) has received and are furnishing the new Medic. The PVFD is advertising the old Medic in the Ohio Township Association Magazine and also sent a letter to the Ohio Fire Chief Association. Jim Hunt, Buckeye Ford, is interested in knowing when they needs new trucks and would like to be contacted. The Fire Chief is waiting on delivery of his new vehicle which is expected to be around the end of March. The Fire Board met on Thursday, January 9, and approved the 2014 budget. The Fire Board is retaining a qualified attorney to assist with OPERS questions and to provide clear answers in a timely manner.

Roads Schrock reported that we have been plowing snow like crazy! Whitmer stated that he has received numerous compliments from Township residents on the removal of snow this Winter. Schrock notifies the County when we receive phone calls that snow plows have knocked down mailboxes. The County replaces these mailboxes within 2 to 3 days.

We replaced the blower motor in the IH Truck. The new Ford F-550 truck is at Ace Body where they are installing all of the accessories on the truck. Schrock and Whitmer plan to take a trip to Ace Body to see the progress on the new truck.

Schrock reported that he will follow-up with Attorney Pronai regarding the bill we received from Frontier for repairing a phone box that we ran over with the mower. We did run over the phone box with the mower during the first cut of the year, however, Frontier's pedestal was lying on the ground, so the person mowing couldn't see it. Eli Gingerich recommended that we spray paint road surfaces to identify culverts and tiles to avoid running over them with our mowers.

Ishmael requested list of dangerous trees from Tim Rose. Schrock will contact County Engineer about cutting down these dangerous trees. Ishmael talked to Dave Brand about the dangerous curve near Tim Rose's home. Ishmael commented that he is not optimistic about the possibility of putting up guard rails, but maybe putting up chevrons on this curve.

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CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
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Cemetery Whitmer provided 3 separate maps of elevations for Big Darby Cemetery. Ishmael mapped out where he recommends roads and tile at the cemetery. Ishmael requested a review and discussion of the mapped out areas with Whitmer and Schrock. Whitmer volunteered to work with an excavator to determine the best approach to laying the tiles.

Pete Hammond requested 50 new flags for the cemetery. Ishmael will call the flag company and inquire about quality and pricing for the new flags.

Miscellaneous Tim Suter, First Energy of Ohio Edison, stopped by to give an update on the progress of the East Springfield-London-Tangy 138 kV Transmission Line Project. This project is needed to serve the growing customer electrical load on the existing ATSI transmission circuits that serve Ohio Edison Company (Ohio Edison) customers in Delaware, Union, Madison and Clark counties, including the cities of Dublin, Plain City, London, West Jefferson and Springfield. It is anticipated the new equipment will help prevent the overloading of critical transmission facilities that are necessary to serve customers and maintain acceptable voltages in the area. The estimated completion target date for this project is June 2014. Ishmael stated that it is important that they notify our township residents when work is done on the lines.

Fiscal Officer Schrock will follow up with Cathy Gonzalez, Loss Control Consultant from KLA Risk Consulting from OTARMA, on filling out a grant for some of the work we provide.

Whitmer moved that the meeting be adjourned and Schrock seconded. Roll Call: Ishmael **yes**, Schrock **yes**, and Whitmer **yes**. Meeting adjourned.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 ORGANIZATIONAL SESSION

Held: January 6, 2014	7:00 to 9:00 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Tim Rose

Fiscal Officer Schrock called meeting to order. Roll Call: Ishmael **yes**, Schrock **yes**, and Whitmer **yes**. The first order of business was requesting nominations for Chairman. Trustee Schrock made a motion seconded by Whitmer that Mark Ishmael take the Chairman position. All voted yes. After similar discussion, the other positions were nominated as follows:

Chairman – Mark Ishmael	Cemetery – Don Whitmer, backup Mark Ishmael
Vice Chairman – Don Whitmer	Zoning Board Representative – Mark Ishmael
Fire Board Representative – Mark Ishmael	Health Board Representative – Don Schrock
Alternate Fire Board – Don Whitmer	Disaster Services – Don Whitmer
Roads (Mowing) – Don Schrock	Building – Mark Ishmael, backup Don Whitmer
Roads (Snow) – Don Schrock	

Ishmael made a motion, seconded by Schrock to accept all of the department nominations and all were accepted. Roll Call: Ishmael - **yes**, Schrock - **yes**, Whitmer - **yes**.

Fiscal Officer Schrock made corrections to both the December 2, 2013 and December 27, 2013 meeting minutes and had both final copies for signature. Ishmael made a motion, seconded by Schrock to approve both meeting minutes. Roll Call: Ishmael - **yes**, Schrock - **yes**, Whitmer - **yes**. Both file copies were signed by all.

Administrative

The Fiscal Officer’s December 2013 Activities Report was reviewed by the Trustees. (See attached). The Trustees approved with their signatures:

- Resolutions:
 - Resolution 2013-12-4** (See Resolution Book)
 - *To leave the payroll for the Trustees and Fiscal Officer as is for the 2014 fiscal year
 - Resolution 2013-12-5** (See Resolution Book)
 - *To increase the hourly wage with a 3% cost of living increase
 - Resolution 2013-12-6** (See Resolution Book)
 - *To contract Rebecca Shipley-Arnett to help train the Fiscal Officer through January 31, 2014
- December 31, 2013, Bank Reconciliation/Fund Balances Report
- New 2014 Purchase Orders (1-2014 through 30-2014) and checks to cover non payroll obligations. Ishmael asked if there were any outstanding warrants and Fiscal Officer Schrock responded “yes.” (See Bank Reconciliation Report dated 12/31/2013.) Ishmael asked if there was money in the checking account to cover the bills presented, to which Schrock replied “yes.”
- Fiscal Officer Schrock will prepare the Health Care reimbursement checks on Tuesday, January 7. Trustees will need to stop in to the Township office to sign the checks and complete and sign the Canaan Township Insurance Payment Request forms.

Fiscal Officer Schrock stated that she took the required 2014 Budget paperwork to the Madison County Auditor’s Office in London on Friday, January 3. Schrock called the Auditor’s Office on Monday, January 6, and reported that our 2014 Budget was approved. Schrock should receive mail confirmation this week.

Fiscal Officer Schrock collected the 2014 OTA (Ohio Township Association) Winter Conference forms from the Trustees. Trustees Ishmael, Schrock, and Whitmer and Fiscal Officer Schrock plan to attend the 2014 OTA Winter Conference. Fiscal Officer Schrock will register all attendees for the February 12-15, 2014, at the Columbus Convention Center prior to the pre-registration deadline of January 16. Trustees approved by their signatures a PO to cover the registration fees for the OTA Winter Conference.

After some discussion, the Trustees decided on the 2014 monthly meeting schedule as follows: The first Monday of each month, with the exception of Tuesday, September 2, because of Labor Day. Trustees changed the meeting time from 7:00 PM to 6:30 PM, with the exception of Monday, November 3, at 1:00 PM because of the election on the following day. Fiscal Officer Schrock will notify the Madison Press and the Madison Messenger of the Canaan Township of Madison County 2014 meeting schedule. The 2015 Budget meeting is scheduled for Monday, December 22, at 6:30 PM. Roll Call: Ishmael - **yes**, Schrock - **yes**, Whitmer – **yes**.

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Fiscal Officer Schrock reported that we have one padded chair that needs repaired. Trustee Schrock will check with Eli Gingerich on repairing or replacing the chair pad. Ishmael made a motion, seconded by Schrock, to approve no more than \$40 to repair or replace the chair pad. Roll call: Ishmael – **yes**, Schrock – **yes**, Whitmer – **yes**.

Health & Safety Schrock reported that the H1N1 virus, also known as the swine flu, is back. It first appeared during the 2009 flu season. Similar to other flu strains, H1N1 is an infectious respiratory virus that can begin in your nose, throat, or lungs. It is highly contagious and can spread rapidly from person to person. Ninety percent of people are getting the vaccine. Schrock stated that there are plenty of vaccines left and that there are no reported deaths in Madison County from this virus.

Zoning Ishmael reported that the James P. Cole residence at 8420 Plain City Georgesville Road had a fire 2 months ago with complete damage, however, people are still occupying the home. Ishmael suspects that the home probably needs condemned. The Health Department is checking on this matter.

The Edward Ayzian residence at 8415 Plain City Georgesville Road built a new 600 sq. ft. tin garage too close to the property line. Township residents Pozicka/Orr operating business without proper permit and under health code violations. David Hughes, Madison County Zoning, will address these zoning violations.

Fire Ishmael reported that the Pleasant Valley Fire Department has received and are furnishing the new Medic. The Fire Chief should receive his new vehicle soon. The Fire Board met on December 30 and approved estimated income. They plan to meet on Thursday, January 9, to prepare the 2014 budget.

Roads Schrock reported that we have been dealing with floods and snow removal and that we had a car stuck in high waters on Smith Calhoun. Schrock will check with County for road signs for high water on Amity Pike and Carters Mill Roads. Franklin County Engineer will address these flood areas.

Schrock met with Matt Cochran, (title), regarding spraying pesticides. We don't have anyone currently licensed to spray pesticides and cannot spray pesticides until we do. We only need one person with a license. Don Whitmer agreed to get certified. This license will need updated on a yearly basis.

Schrock stated that Amish Pike and Guy Avenue are dangerous road areas because of the curves, the ditches, and the visibility. Schrock will address these areas in the Spring.

Schrock stated that we received a bill from Frontier for repairing a phone box that we ran over with the mower. We did run over the phone box with the mower during the first cut of the year, however, Frontier's pedestal was not covered, so the person mowing couldn't see it. Schrock will contact Attorney Peroni and schedule a meeting to discuss this issue.

Cemetery Ishmael will draw up plan for tiles and roads in Big Darby Cemetery and will have Schrock and Whitmer review the plan. The County wants to put in 2 new drain boxes and will help put in the new entrance.

Ishmael would like to set up a lean to for dirt. Schrock also addressed that we are growing out of the cemetery building. The Ash tree in the cemetery will need to come down. Trustees need to take a look at the Cemetery Regulations.

Building Eli replaced the existing doorbell with a new doorbell. The exterior piece to the newly installed doorbell went missing but was later found. Ishmael suggests replacing the township building flooring in the lobby, kitchen, and restroom areas with ceramic tile. Three local flooring installers were recommended: Jonas Troyer, Bill with Complete Flooring, and Mike Gingerich. Ishmael will get quotes from these installers for laying new ceramic tile.

Our building fire extinguishers need new labels. A guy will be dropping off the new labels in the township mailbox.

Miscellaneous Tim Rose, resident of Canaan Township, attended the meeting to express his concern with cars in his yard and to ask if guard rails could be put up around the bend to prevent car accidents. Whitmer stated that Hayden Run is a county road and not a township road and we have no jurisdiction to county roads. Whitmer assured Rose that he will work diligently to address Roses' concern.

The Phipps tree, located on the corner of Price Hilliards and US Highway 42 S, is a danger in that area because it is dead and could fall at any time. Ishmael has left a message with Dave Brand about removing the tree but has not heard anything. The owner is reluctant to remove the tree. Phipps has not allowed the county or state to remove it. If the tree does fall and hurt someone, the owner is liable. State has jurisdiction. Ishmael will contact Dave Brand again about this issue.

Rose wants to put up a commercial sign in his front yard for his business. Ishmael informed him that he will need to get a permit and right information from David Hughes, Madison County Zoning.

Whitmer moved that the meeting be adjourned and Schrock seconded. Roll Call: Ishmael **yes**, Whitmer **yes**, and Schrock **yes**. Meeting adjourned.

	Trustees
Fiscal Officer	

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: July 7, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Jeff Eischen, Eli Gingerich, Tim Rose, Nathan Schroeder

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Whitmer made a motion, seconded by Ishmael to approve the June 2, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s June 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- June 30, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had three outstanding warrants. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded “yes.” Ishmael made a motion, seconded by Schrock to approve the June 30, 2014 bank reconciliation.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes
- Resolutions:
 - **Resolution 2014-6-2** (See Resolution Book)
To spend an additional \$300 to cut down the additional dead tree and remove the limb from the Oak tree at Big Darby Cemetery
 - **Resolution 2014-7-1** (See Resolution Book)
To approve miscellaneous purchases
Schrock made a motion, seconded by Whitmer, to approval all Resolutions.
Roll Call: Ishmael-abstained, Schrock-yes, Whitmer-yes.
- Purchase Orders (87-2014 through 94-2014) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve all Purchase Orders, payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock reported that all outstanding keys have been retrieved and that the Key List has been updated.

Fiscal Officer Schrock was pleased to report that we received \$500 from OTARMA for the OTARMA MORE Grant application that we submitted.

Fiscal Officer Schrock informed the Trustees that she submitted our Township building photo to OTARMA for their Township photo contest. If our Township photo is used, we will receive acknowledgement in all publications where the photo is used. This is a great opportunity to showcase our township to all OTARMA Members.

OTARMA is creating a 2015 OTARMA Calendar and would like to use OTARMA Member’s photos in their calendar. Fiscal Officer Schrock requested that we take a current photo to include the Trustees, Fiscal Officer, employees, trucks and tractors in front of the Township building to submit to OTARMA for their 2015 calendar. Fiscal Officer Schrock will schedule a date and time for the photo opportunity for some time in July. To be considered for the 2015 OTARMA calendar, the photo submission deadline is October 15, 2014.

Fiscal Officer Schrock requested that we purchase a wireless router to provide wired and wireless Internet connections to all laptops, computers, tables, and smart entertainment components within the Township building. After some discussion, Schrock made a motion, seconded by Whitmer, to purchase and install a wireless router in the Township building. **Roll Call: Ishmael-no, Schrock-yes, Whitmer-yes.**

The Township has a 4-drawer vertical letter-size filing cabinet, a wooden bookcase, and a shredder that are no longer needed. After some discussion, Ishmael made a motion, seconded by Schrock, to declare these items obsolete inventory and to donate these items to anyone who can use them.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

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Health & Safety Schrock had nothing new to report. The Madison County Health District is at the 2014 Madison County Fair from Sunday, July 6 through Saturday, July 12. Mary Ann Webb, Madison County Health Commissioner, is continuing to monitor the burn pile at Canaan Communities, a state regulated property.

Whitmer stated that possible investigation of improper housing, by the Health Department, is needed at the Abbruzzese Brothers Inc. business located on Smith Calhoun Road.

Zoning Ishmael emailed Mike and Matt Timmons a follow-up email stating that the Canaan Township Trustees are committed to adhering to the Madison County Comprehensive Land Use Plan which does not allow for their request for additional buildable lot splits for their acreage. Trustees also took into consideration the effects of granting a variance and its effects to the rest of the community, not only now, but for other requests for variances against the Plan in the future.

Jennifer Michaelson, from the Madison County Health Department, informed Ishmael that if anyone sees burning going on at Canaan Communities, they are to notify the Health Department or Ishmael. Burning is no longer permitted at Canaan Communities.

The resident in Amity who is living in a burned house will probably be evicted at the end of this month and the house will need to be condemned if not brought up to code. The township may need to look into grant monies available for the cost to demolish the property, if needed.

Fire Ishmael stated that the Pleasant Valley Joint Fire District held two special meetings, one in late June, and one in early July, to improve language of wording for the Fire Levy, which is a replacement levy. Ishmael will forward meeting minutes to Trustees and Fiscal Officer.

Roads Jeff Eischen, resident of Canaan Township, attended the meeting to comment on the condition of MV High Road and to inquire when it will be repaired. Schrock responded to Eischen by letting him know that the County is in the process of repairing roads in the County and that they plan to tar and chip MV High Road. It is possible that the County will begin to repair Canaan Township roads in the August timeframe. Whitmer added that MV High Road is a county road and that Canaan Township has no jurisdiction on what roads are repaired first. Schrock thanked Eischen for attending the meeting and for expressing his concern.

Nathan Schroeder from American Pavements, an Ohio Department of Transportation approved contractor, attended the meeting to provide two proposals: one for 2014 Crack Seal for the following cul-de-sacs within Canaan Township: Timmons Drive, Colvin Drive, Glenview Drive, and Surrey Lane, in the amount of \$9,125.00; and one for 2014 SPARS Repairs for the aforementioned cul-de-sacs, in the amount of \$8,950.00.

SPARS is a mixture of highly polymerized engineered emulsion and crushed aggregate that is applied through spray injection equipment. It is a cost-effective process to treat aged and stress-related cracking and pot holes in isolated areas on sound pavement. It provides a non-skid surface and corrects minor surface imperfections.

After some discussion, Schrock made a motion, seconded by Ishmael, to approve the 2014 Crack Seal proposal from American Pavements to repair the cul-de-sacs in Canaan Township in the amount of \$9,125.00. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Whitmer made a motion, seconded by Schrock, to approve the 2014 SPARS Repairs proposal from American Pavements to repair the cul-de-sacs within Canaan Township in the amount of \$8,950.00. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Chairman Ishmael signed both proposals. Repairs to these cul-de-sacs are to be completed by October 1, 2014.

Schrock reported that we are finished with our first round of mowing ditches. The series of rains that we are having are making it difficult to use the flail mower in the deep ditches. Bud Schrock made a complete round on both east and west side ditches for the July 4th holiday. Whitmer requested vinyl lettering be added to both tractors. Schrock will contact Ronnie Roberts about new vinyl Canaan Township lettering for new Ford F550 Truck and for both tractors. We need to have this new lettering on all vehicles before we take photos in late July for the OTARMA 2015 Calendar.

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CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
2014 REGULARLY SCHEDULED SESSION		
Held: July 7, 2014	6:30 to 9:30 PM	Page 3 of 3

Road (contd.) Lighting struck trees along Smith Calhoun Road which caused an emergency request to have these trees removed from the road. Schrock and Whitmer contacted Tim Rose, Central Ohio Tree and Stump Removal, and authorized the emergency removal of the trees.

Ishmael requested that Tim Rose prioritize the list of hazardous trees to remove in Canaan Township so that the Trustees can approve the cost of removing the more hazardous trees first. The Trustees will contact the Canaan Township residents who have hazardous trees on their property prior to removing the trees.

Schrock reported that we repaired the grass at the driveway of Candice Kaiser, resident on Smith Calhoun Road, from when we worked on the roads earlier this Spring.

Cemetery Whitmer addressed an estimate from Steve Creamer, Creamer Farm Drainage, on the topography work at Big Darby Cemetery. After some discussion, Whitmer made a motion, seconded by Schrock, to approve Steve Creamer’s proposal in the amount of \$850.00.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

Whitmer provided answers to Michelle Husband regarding her father’s headstone and placement of burial, Glen Seagraves plot, Lot 304. Whitmer also mentioned that the Smith family has requested C and D plots on Lot 367.

Tim Rose stated that he found a piece of marble a foot underneath the tree stump that he removed at Big Darby Cemetery. Whitmer requested that he would like for Pete Hammond to dig the area to see if the marble is a scrap piece or a headstone and to report back to him.

Building Fiscal Officer Schrock asked about spraying for bugs and spiders inside the Township building meeting room area and office. Schrock will contact the person he knows who sprays for bugs and talk to them about spraying the inside of the Township building meeting room and office areas.

In addition to creating the Township Building Renter Checklist, Fiscal Officer Schrock took three photos of the room layout to be included with the Checklist. The three photos include 1) the setup of the tables and chairs, 2) the placement of the large table, and 3) the stack of tables and chairs so that our renters know where to place these items before they leave.

Fiscal Officer Schrock purchased 3 filing cabinets for the Fiscal Officer’s office. Tree on township lot is improving. The cost to rent the Township building for graduation parties will remain the same.

Eli Gingerich contacted a carpet cleaning vendor and provided a proposal to have the Township building meeting room and office area carpets cleaned. Ishmael made a motion, seconded by Schrock, to approve to spend no more than \$400 to clean Township building carpets. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Township received a resignation letter from Teri Butterfield, cleaning services, stating that she is no longer able to clean the Township because she has to take care of her bed-ridden family member. Fiscal Officer Schrock replied to Teri to let her know that we are sorry for her circumstances and how much we appreciated her service. Teri provided a name and number of someone to contact to clean the Township. Ishmael will contact Carla Konkas to see if she is interested in the job.

Miscellaneous The Trustees plan to personally sponsor a hole in a golf outing in memory of Lisa Beachy.

Whitmer moved that the meeting be adjourned and Ishmael seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, August 4, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: June 2, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Eli Gingerich, Tim Rose, Nathan Schroeder

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Whitmer made a motion, seconded by Schrock to approve the May 5, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's May 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- May 31, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded "yes." Whitmer made a motion, seconded by Schrock to approve the May 31, 2014 bank reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
- Resolutions:
 - **Resolution 2014-5-2** (See Resolution Book)
To spend no more than \$750 to spray the ditches for dandelions
 - **Resolution 2014-5-3** (See Resolution Book)
To hire Vernon R. (Bud) Schrock to mow ditches for Canaan Township
 - **Resolution 2014-5-4** (See Resolution Book)
To spend no more than \$200 on flowers for the Township
 - **Resolution 2014-6-1** (See Resolution Book)
To approve miscellaneous purchases
- Purchase Orders (78-2014 through 86-2014) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve all Resolutions, Purchase Orders, payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

In regards to the Key List, Ishmael retrieved Keys #5 and #11. Trustee Schrock will contact Ronnie Roberts to retrieve Key #12.

Fiscal Officer Schrock prepared and submitted the OTARMA MORE Grant Application to request the maximum \$500 to assist in cutting down the Ash tree and removing the stump at the Big Darby Cemetery.

Fiscal Officer Schrock asked if we spray for bugs and spiders inside the Township building meeting room area and office. Ishmael replied that they have not been spraying the inside of the Township building. Schrock knows someone who can spray for bugs and will contact them about spraying the inside of the Township building meeting room and office areas.

Fiscal Officer Schrock created a Township Building Renter Checklist for the purpose of providing the renters a checklist of things that they need to do before leaving the building. Trustees thought the Checklist was a good idea and approved using the Township Building Renter Checklist. Ishmael suggested to also create a diagram of the layout of the room (tables and chairs) so that the renters know where to place the items. Fiscal Officer Schrock will create a diagram of the room and include it with the Checklist.

Fiscal Officer Schrock informed the Trustees that OTARMA is encouraging OTARMA Members to submit photos of their townships. Photos depicting township offices, parks, police and fire departments, annual events or any special area of interest in our Township are welcome. If our Township photos are used, we will receive acknowledgement in all publications where the photos are used. This is a great opportunity to showcase our township to all OTARMA Members. Fiscal Officer Schrock will submit a photo of our Township building for the contest.

OTARMA is also creating a 2015 OTARMA Calendar and would like to use OTARMA Member's photos in their calendar. All photos that are used in the calendar will receive a special gift for submitting their photos. To be considered for the 2015 OTARMA calendar, the photo submission deadline is October 15, 2014. OTARMA encourages Members to send in photos year round for the OTARMA photo contest.

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CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
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Health & Safety Schrock stated that no major diseases have been reported. The Madison County Health District is getting ready for the 2014 Madison County Fair which is scheduled for Sunday, July 6 through Saturday, July 12. Mary Ann Webb, Madison County Health Commissioner, is continuing to monitor the burn pile at Canaan Communities, a state regulated property.

Zoning Ishmael reported that the Canaan Board of Trustees reviewed the additional information presented by property owners Matt and Mike Timmons and Land Surveyor Randy Cottrill, Cottrill Surveying, LLC, regarding their pursuit of a conditional use zoning variance at the property located on the northeast corner at the intersection of Lucas Road and Plain City-Georgesville Road, also known as Parcel 01-00425.000. The Timmons proposal is to change their property from agricultural zoning to non-agricultural zoning to allow for plans to split their property into multiple buildable lots. After much review and consideration, the Canaan Board of Trustees are still not able to support this change in the comprehensive plan or zoning.

While we appreciate The Timmons’ position in this matter, we still believe it is in the best interest of Canaan Township and its residents to adhere to the current plan without any changes.

Ishmael reported that there are no new issues to address.

Fire Ishmael forwarded the May 8, 2014, Pleasant Valley Joint Fire District and the Chief’s Agenda meeting minutes to the Trustees and Fiscal Officer. The Pleasant Valley Joint Fire District has decommissioned one of the engines.

Ishmael reported that the Fire District has approved to be a part of the Ohio Public Entity Consortium, a non-profit group dedicated to developing a platform on which members could access better benefits and lower rates.

Roads Schrock stated that the Shekinah Youth Group was very appreciative of the opportunity to clean ditches for Canaan Township. They would like to be considered for next Spring. Schrock plans to contact them in February 2015. The money that Shekinah made cleaning ditches goes towards their Athletics program.

Nathan Schroeder from American Pavements, an Ohio Department of Transportation approved contractor, attended the meeting to provide a quote for the application of SPARS (Spray Polymer Asphalt Repair System) to the roads within Canaan Township. SPARS is a mixture of highly polymerized engineered emulsion and crushed aggregate that is applied through spray injection equipment. It is a cost-effective process to treat aged and stress-related cracking and pot holes in isolated areas on sound pavement. It provides a non-skid surface and corrects minor surface imperfections. Trustees plan to discuss this further at a future meeting.

Schrock reported that Eli has been training Bud Schrock on the mowing of ditches. Eli Gingerich, Pete Hammond, and Bud Schrock are doing a great job of keeping up with mowing the ditches. Schrock believes that we will be caught up with the mowing of all ditches in Canaan Township within the next 3 weeks. Schrock said that we need to address cutting grass around the telephone poles and phone boxes.

Schrock reported that the berms on Smith Calhoun are fixed. Schrock also mentioned that there is one tree on Smith Calhoun where the tree roots are growing in the ditch causing drainage blocking. Rose will take a look at the tree and report back to Schrock.

Tim Rose presented a Tree and Stump Removal Proposal for all of the dead and/or hazardous trees in Canaan Township. Ishmael asked Rose to prioritize the list so that the Trustees can approve the cost of removing the more hazardous trees first. The Trustees will contact the Canaan Township residents who have hazardous trees on their property prior to removing the trees.

Schrock received a letter from David Brand, Madison County Engineer, stating that they are increasing the reimbursement rate that townships charge for mowing the county road right-of-way from \$120/mile/year to \$150/mile/year. All mowing bills are to be submitted to the Madison County Engineer’s Office prior to November 1, 2014.

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Cemetery

Whitmer said that he has not heard anything from Jan and Dave Burrowes, Burrowes Consulting/Cemetery Mapping, regarding a quote to update our Cemetery information into a database complete with mapping. Whitmer will follow up with Jan Burrowes.

Whitmer reported that the Soil & Water District would provide trees for wind break at Big Darby Cemetery.

Whitmer stated that the cemetery looked great for Memorial Day weekend. Ishmael and Fiscal Officer Schrock planted annuals and perennials around the flag pole, and Eli, Pete, and Bud made mowing at the cemetery a priority! Watering flowers at the cemetery is a concern. Ishmael asked Eli to contact Noah Miller to find out if he can install an electrical outlet on the flag pole at Big Darby Cemetery so that we can operate an electric pump to water the flowers.

Whitmer said that we need to look into and contact contractors who can install drainage at the cemetery. Several local contractors were mentioned. The Trustees would prefer to have a local contractor do the work. Whitmer will begin contacting local contractors and obtaining quotes.

Tim Rose plans to cut down the Ash tree at Big Darby Cemetery on June 5. Rose also said there is another dead tree and an Oak tree limb at the cemetery that need removed. Whitmer made a motion, seconded by Schrock, to spend an additional \$300 to cut down the additional dead tree and remove the limb from the Oak tree.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

Building

Ishmael stated that flower pots and perennials were also planted at the Township building. The Township building is heavily rented during this time of year for graduation parties. Cleaning the Township building carpet will be scheduled in July. The lights on the Township building need replaced. Eli will take care of replacing the lights. Eli mentioned that we have a tree dying in the front yard on the north side of the building. Eli and Tim Rose went out to look at the tree and feel it can be saved by spraying it, adding fertilizer and then watering it every day.

Fiscal Officer requested to purchase 3 filing cabinets for the Fiscal Officer’s office. Ishmael approved purchase of these cabinets for an amount under \$200.

Miscellaneous

Tim Rose asked about the orange dots that were painted on the road. Schrock explained that these orange dots identify telephone boxes and culverts for our team of ditch mowers.

Schrock moved that the meeting be adjourned and Ishmael seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, July 7, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: March 3, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Tim Rose

Chairman Ishmael called meeting to order. **Roll Call: Ishmael -yes, Schrock -yes, and Whitmer-yes.**

Ishmael made a motion, seconded by Schrock to approve the February 3, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s February 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- February 28, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded “yes.” Whitmer made a motion, seconded by Schrock to approve the February 28, 2014 bank reconciliation.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

- Resolutions:
 - **Resolution 2014-2-2** (See Resolution Book)
To reimburse parking and mileage expenses to attend the 2014 OTA Winter Conference
 - **Resolution 2014-2-3** (See Resolution Book)
To pay registration fee and to reimburse parking and mileage expenses for the Annual Local Government Officials Conference March 5-6, 2014.
 - **Resolution 2014-2-4** (See Resolution Book)
To purchase plastic file boxes to store and protect Township documents
 - **Resolution 2014-2-5** (See Resolution Book)
To purchase miscellaneous office and cleaning supplies as necessary
 - **Resolution 2014-2-6** (See Resolution Book)
To reimburse Kimberlie Schrock \$20 for the purchase of a 4-drawer letter size filing cabinet for the Fiscal Officer’s office
 - **Resolution 2014-3-1** (See Resolution Book)
To authorize payment for miscellaneous purchases
- Purchase Orders (43-2014 through 55-2014) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock to approve all Resolutions, Purchase Orders, payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock reminded the Trustees that she is attending the 15th Annual Local Government Officials Conference on March 5-6, 2014. Fiscal Officer Schrock also reminded Trustees of the Madison County District Advisory Council Meeting on Monday, March 10, at 7:30 PM.

Fiscal Officer Schrock reported that we have received the title for the new Ford F550 Truck.

Fiscal Officer Schrock sent an email to the Trustees in February to inform them of the IRS 2014 standard mileage rates. Beginning on January 1, 2014, the standard mileage rate for the use of a car is: \$.56 cents per mile for business miles driven.

Fiscal Officer Schrock closed Plain City Post Office Box 403 for the Township on February 20. The Plain City Post Office refunded the Township \$22.00 for closing the PO Box and returning the 2 keys. Fiscal Officer Schrock provided handouts for a new stainless steel lockable mailbox and also a quote from Mark Gingerich to brick the new mailbox. The purpose of the new stainless steel lockable mailbox is to secure the Township mail and with no upkeep. After reviewing both handouts, Ishmael made a motion, seconded by Schrock, to approve to spend no more than \$1,500 on a new stainless steel mailbox and to brick this new mailbox with a limestone cap.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes. Fiscal Officer Schrock will place the order for the new mailbox and contact Mark Gingerich for a possible date in April to brick the new mailbox.

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
2014 REGULARLY SCHEDULED SESSION

Held: March 3, 2014

6:30 to 9:30 PM

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Fiscal Officer Schrock reported that OTARMA recommends and reimburses Members for the cost of requesting Motor Vehicle Records (MVRs) for any employee and elected official who drives a vehicle on behalf of the township. This is limited to one MVR per person/per year and \$8.50 maximum per MVR. Ishmael made a motion, seconded by Whitmer, to participate in the OTARMA MVR program.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

Fiscal Officer Schrock informed the Trustees that we will be receiving a check on our Anniversary Renewal Date in May from OTARMA as part of their one million dollar capital distribution to all Members. Also, we will receive a 5% reduction in the monthly UAN user fee as a direct result of continued growth in UAN clients.

In order to be eligible for the OTARMA MORE (Managing Ohio Risk Exposures) Grant Program, Fiscal Officer Schrock stated that we need to complete the application and submit required documentation (receipt, invoice or price quote). The MORE Grant Program offers up to \$500 per township for the purpose of assisting OTARMA Members in eliminating or preventing risk exposures that can lead to liability and property claims. Grant funds can be used for OTA Conference Registration Fees of which we have already paid the fees (\$200) and attended the conference. Some discussion followed regarding cutting down some trees to help reduce risk in our Township. Fiscal Officer Schrock will contact OTARMA to inquire if price quotes to cut down trees are an acceptable expense to be submitted for the MORE Grant.

Health & Safety Schrock reported another death from H1N1 virus in Madison County per Mary Ann Webb, Health Commissioner. Webb is preparing for the Madison County District Advisory Council meeting on Monday, March 10, 2014, at 7:30 PM at the County Engineer’s building.

Webb sent a letter to the resident at 8420 Plain City Georgesville Road who is living in the home that burned last October. The resident has 60 days to evacuate the condemned home.

Mr. Kuhn from Cincinnati Insurance contacted Ishmael to find out if there is a demolition fund for the home on Smith-Calhoun that was completely destroyed by fire.

Ishmael obtained insurance quotes from Inhealth, AETNA, and Anthem BlueCross BlueShield and emailed these quotes to Trustees and Fiscal Officer prior to the meeting. We each need to review insurance quotes to see if we can save money on health insurance.

Zoning Ishmael passed out an ODOT map of Township road crashes by severity in Canaan Township. Ishmael stated that don’t have control on road signs and speed limits. Road signs and speed limits are controlled by ODOT.

Fire Ishmael reported that the Pleasant Valley Fire Chief has his new truck. The fire department will go through safety training. Five fire companies were involved in the fire on Smith-Calhoun Road.

Roads Schrock reported that Attorney Pronai sent a letter to Frontier regarding repairing a phone box that we ran over with the mower. Pronai has not heard from Frontier on this issue.

Our new Ford F550 Truck is at Ace Body for installing additional accessories. Schrock reported that Ace Body has not started on installing the accessories because they have been repairing other trucks due to the weather conditions. We have received the title for the new truck and need to find out about getting tags for the truck.

Schrock stated that they are also looking at installing backup LED lights for the new truck. After some discussion, Whitmer made a motion, seconded by Ishmael, to allow Schrock the right of approval of the new backup LED lights, not to exceed \$500, so as not to impede the process. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Schrock reported that we had a wheel problem on the International Truck and had to call Gingerich Specialists for service call and repair. Schrock also noticed that lug nuts were loose. Schrock asked Fiscal Officer to investigate when wheels were replaced the last time on the truck. Schrock will get together with the employees about tire pressure and overloading of the truck. In the meantime, Schrock will call Rim & Wheel and inquire about quality of wheels. Schrock also reported that we replaced the blower motor on the International Truck. We have put over 4,000 miles on the International Truck this season.

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Held: March 3, 2014	6:30 to 9:30 PM	Page 3 of 3

Cemetery

Whitmer attended all cemetery classes at the OTA Winter Conference. He learned a lot from the question and answer sessions during these classes. Whitmer suggests systematically draining the cemetery and looking in to drainage possibilities.

We have two families who need cremation burials this coming weekend. Whitmer will follow up with these families.

Guest Tim Rose stated that the ash tree at the cemetery is dead and needs cut down. Tim will prepare quote to cut it down. Whitmer will talk with Pete Hammond, a Canaan Township employee who spends much of his time working at the cemetery, about cutting down this ash tree. Fiscal Officer Schrock will contact OTARMA to see if MORE Grant covers cutting down trees.

Building

Schrock reported that we have repaired the pressure washer. Schrock commented that we need to empty the grit in the International Truck before pulling it into the Township bay. Schrock will talk with the employees about this issue. Ishmael commented that snow needs shoveled on the Township sidewalk, especially on weekends when we have residents renting our facility.

Schrock will make a trip to London to update the Trustee/Fiscal Officer plaque displayed in the Township meeting room

Miscellaneous

Ishmael presented an Agricultural Security Area (ASA) Application in the matter of support for protecting farm land in an agricultural security area. Three landowners, Howard and Louise Yoder, Alton and Lovina Beachy, and the Helmuth Family Trust have submitted an application pursuant to ORC Section 931.02 to request that their property be enrolled in an ASA. After reviewing this ASA Application, Ishmael, Schrock, and Whitmer signed the ASA Resolution 2014-3-2 (March 2014) to authorize the establishment of an ASA on property pursuant to the terms and conditions as stated on the Resolution 2014-3-2 effective March 3, 2014. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Schrock will represent Canaan Township in a joint meeting with the County Commissioners on Monday, April 7, at 11:00 AM, to complete the application process.

Ishmael moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, April 7, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: May 5, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Randy Cottrill, Eli Gingerich, Tim Rose, Nathan Schroeder, Mary Ann Webb

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Schrock made a motion, seconded by Ishmael to approve the April 7, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's April 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- April 30, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded "yes." Whitmer made a motion, seconded by Schrock to approve the April 30, 2014 bank reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
- Resolutions:
 - **Resolution 2014-4-1** (See Resolution Book)
To approve miscellaneous payments
 - **Resolution 2014-4-2** (See Resolution Book)
To reimburse physicals for Trustees and hourly employees who have CDL licenses
 - **2014-4-3** (See Resolution Book)
To revise Resolution 2009-2-2 (see Resolution Book)
 - **2014-4-4** (See Resolution Book)
To pay the Shekinah Youth Group for annual roadside cleanup
 - **2014-4-5** (See Resolution Book)
To spend no more than \$1,500 to remove the Ash tree and stump behind Big Darby Baptist Church at the cemetery
 - **2014-4-6** (See Resolution Book)
To spend no more than \$1,500 on lawn chemicals
 - **2014-4-7** (See Resolution Book)
To reimburse mileage and parking expenses for Fiscal Officer to attend AOS Public Records Training
 - **2014-5-1** (See Resolution Book)
To approve miscellaneous payments
- Purchase Orders (66-2014 through 77-2014) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Ishmael to approve all Resolutions, Purchase Orders, payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

In regards to the Key List, Ishmael will check on Key #5 and contact John Lewis to retrieve Key #11. Trustee Schrock will contact Ronnie Roberts to retrieve Key #12.

Fiscal Officer Schrock reported that we received the requested Motor Vehicle Records for Eli Gingerich, Pete Hammond, John E. Miller, and Don Price. Trustees have reviewed these Records.

Fiscal Officer Schrock will prepare and submit the OTARMA MORE Grant Application requesting the maximum \$500 to assist in cutting down the Ash tree and removing the stump at the Big Darby Cemetery.

The Madison County Board of Elections delivered the election equipment to the Township on Monday, May 5, for the election on Tuesday, May 6. Fiscal Officer Schrock will meet the Board of Elections at the Township building on Wednesday, May 7, to pick up the voting equipment.

Fiscal Officer Schrock met with Allison Blanton, Business Development Manager for the Staples Advantage business program, on April 24. The Township does not purchase enough office and cleaning supplies to qualify for this business program.

An informational update on the Comcast Corp and Time Warner Cable's agreement is available if anyone is interested in reading it.

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Health & Safety Mary Ann Webb, Madison County Health Commissioner, attended the meeting to provide fliers on Healthy Swimming, Protecting Yourself from Heat Stress, and Tick-Borne Diseases – Rocky Mountain Spotted Fever, Lyme Disease, and Ehrlichiosis. Mary Ann showed us pictures of people burning trash in Canaan Communities which is an EPA violation. She also mentioned that a resident in Amity has until July to fix/repair things in his home before his home is condemned.

Zoning Guest Randy Contrill, Cottrill Surveying, LLC, represented Mike and Matt Timmons (with Mike on speakerphone) regarding their pursuit of a conditional use zoning variance at the property located on the northeast corner at the intersection of Lucas Road and Plain City-Georgesville Road, also known as Parcel 01-00425.000. This Parcel is currently zoned Agriculture. The Timmons brothers feel this Parcel is not productive as Agriculture and would like to have it rezoned Residential. After some discussion and review of the surveyed Parcel, the Trustees agreed to investigate further and requested that Neil Babb provide a report on soil type and septic possibilities.

Ishmael spoke with Dave Hughes, Madison County Zoning, on a couple of issues: 1) About the Edward Ayzian residence at 8415 Plain City Georgesville Road regarding multiple buildings/shed on the property. Zoning approved permits for these buildings/shed; and 2) Township residents Pozicka/Orr operating business without proper permit and under health code violations.

Ishmael followed up on a phone call from Benny Honaker complaining about someone dumping gravel in the ditch near his property. Levin Hutson, Madison County Operations Superintendent, sent a letter to the owner of the property, Troy DeHart, informing him that he will need a permit to put in a new driveway and that the existing drive does not meet standards and is not able to be improved. Hutson also informed Mr. DeHart that the pipe in the ditch also needs replaced with one that meets current specifications.

Fire Ishmael forwarded the April 10, 2014, Pleasant Valley Joint Fire District meeting minutes to the Trustees and Fiscal Officer. Nothing new to report at this time.

Roads Schrock informed us that the Shekinah Youth Group completed the annual roadside cleanup for our Township on Saturday, April 26th. Schrock will contact and request that Aaron Miller, Shekinah contact, submit a bill for payment.

Schrock invited Nathan Schroeder from American Pavements, an Ohio Department of Transportation approved contractor, to the meeting to provide a quote and discuss our options for patching and repairing the blacktop cracks at the Township as well as some roads in our Township. Trustees will table this discussion to the next regularly scheduled meeting.

Eli Gingerich and Tim Rose drove Kilbury Huber Road to identify a couple of unsafe trees at the JA Jr. High School. Ishmael asked Gingerich and Rose to identify these unsafe trees and set priorities.

Schrock reported that Eli has been working on cutting berms on Smith Calhoun Road. Schrock also mentioned that we have a serious dandelion problem in our Township ditches. After some discussion, Whitmer made a motion, seconded by Schrock to spend no more than \$750 to spray the ditches for dandelions. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Schrock stated that we plan to begin mowing Township ditches mid-May.

Schrock addressed the need to hire a dependable, responsible and reliable person to help mow ditches this summer. After much searching and asking various people, Schrock is considering hiring Bud Schrock, who meets the criteria, to help mow the ditches. Whitmer feels it is important to find a dependable, responsible and reliable person versus getting behind in the mowing. After some discussion, the Trustees agreed to hire Bud Schrock to help with mowing ditches this summer.

RECORD OF PROCEEDINGS		
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
2014 REGULARLY SCHEDULED SESSION		
Held: May 5, 2014	6:30 to 9:30 PM	Page 3 of 3

Cemetery

Whitmer commented that our meetings with Ronald Thuma, Trustee from Monroe Township in Miami County, Ohio, and with Jan and Dave Burrowes, Burrowes Consulting/Cemetery Mapping, have been very advantageous, insightful, and helpful in addressing our Cemetery needs and concerns. Jan Burrowes will follow up with a quote to update our Cemetery information into a database complete with mapping.

Whitmer plans to consult with the Soil & Water District about recommendations for laying out drainage for Big Darby Cemetery.

To prepare for the Memorial Day weekend, we will put up flags and mow the cemetery.

Guest Rose stated that he planned to cut down the Ash tree at Big Darby Cemetery but was delayed due to the rains. Rose plans to cut down the tree mid-May.

Building

Ishmael commented that we have a nice new secure mailbox. Fiscal Officer Schrock stated that Eli Gingerich and Pete Hammond did an excellent job of laying the foundation for the new mailbox and that Mark Gingerich did an outstanding job of laying the brick for the new mailbox.

Ishmael answered a couple of building rental questions. The Madison County Board of Elections has reserved the Township building for the Primary election on Tuesday, May 6. Ishmael requested that Eli fix the exterior door so that it shuts automatically and to refill the paper towels in the Ladies restroom before the election tomorrow.

Ishmael made a motion, seconded by Schrock, to spend no more than \$200 on annuals for the Township building. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Miscellaneous

Nothing to report.

Whitmer moved that the meeting be adjourned and Schrock seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, June 2, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: November 3, 2014	5:30 to 7:00 PM	Page 1 of 2
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Eli Gingerich

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Schrock made a motion, seconded by Whitmer to approve the October 6, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s October 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- October 31, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that she put a stop payment on the Product Compliance Center check that has been outstanding since January. FO Schrock also reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded “yes.” Ishmael made a motion, seconded by Schrock to approve the October 31, 2014 bank reconciliation.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

- Resolutions:
 - **Resolution 2014-10-2** (See Resolution Book)
To approve to offer the use of the Township building to the LL2 4-H group free of charge
 - **Resolution 2014-11-1** (See Resolution Book)
To approve miscellaneous expenses
- Purchase Orders (124-2014 through 128-2014) and checks to cover payroll and non-payroll obligations. Ishmael made a motion, seconded by Whitmer, to approve payroll and non-payroll obligations.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

- Cemetery Deed for Rhoda and Steve Wheeler

Fiscal Officer Schrock reported that we received payment from Madison County Auditor for 2014 mowing of county roads in our Township.

The next regularly scheduled Madison County Regional Planning Commission meeting is scheduled for Tuesday, December 9, 2014, at 7 PM.

Health & Safety

Schrock reported that flu shots are now available. Schrock shared that Mary Webb, Madison County Health Commissioner, included an article in the Madison Press about the EBOLA crisis and that the county is prepared.

The James Cole resident in Amity, who was living in a burned house, brought the house up to code so the house will not be condemned. A resident living on the northeast corner of Amity Pike and Plain City Georgesville is putting up cones in his yard because he says people are driving in his yard. Levin Hutson, Madison County Highways Superintendent, was made aware of this unsafe practice.

Fire

Ishmael reported that the Pleasant Valley Fire Department (PVFD) is preparing for the election on November 4. The PVFD had an open house on October 15. They dedicated their statue to “Ashes” the firehouse dog.

Zoning

Ishmael reported that the request for a conditional use permit, by property owners Fred and Joshua Yoder, to operate a carpet sales and auto repair business at 8025 Lafayette-Plain City Road was tabled at the October 6, 2014, Board of Zoning Appeals meeting. Also, applicant/property owner Dan Moran requests permission for a conditional use permit to operate a lawn and landscape business and an auto detailing business at 8015 Lafayette-Plain City Road in Canaan Township. These requests will be addressed at the Zoning Meeting on Monday, November 3, at 7:00 PM. Ishmael plans to attend this meeting.

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
2014 REGULARLY SCHEDULED SESSION

Held: November 3, 2014

5:30 to 7:00 PM

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Roads

Schrock reported that Township employees Bud Schrock and Pete Hammond are working on finishing up the mowing for the season. The snow plow is ready for snow!

Schrock reported that the bottom plate of the high-speed mower is worn through. Schrock will take the high-speed mower to Gingway to get an estimate to repair it. Schrock plans to obtain prices for a new high-speed mower and compare the prices of a new high-speed mower vs. repairing our existing high-speed mower. Schrock will report his findings to the Trustees.

Eli Gingerich reported that the lower lights on the International Truck are all rusted out and need repaired. Schrock stated that repairing these lights is not a priority since these lower lights are not used.

Trustees received a request from Canaan Township resident Keith Rogers, Glenview Homeowners Association, to resurface the Glenview cul-de-sac. This request is tabled.

Cemetery

Whitmer met with Steve Creamer, Creamer Farm Drainage, on the proposed work at Big Darby Cemetery. Creamer suggested that Whitmer flag Section C. Whitmer also met with Johnny Miller regarding clearing the area of trees. Miller plans to clear the area in late December. Creamer requested that the area be cleared before they begin tiling the cemetery.

Building

Fiscal Officer Schrock reported that we have two Canaan Township residents who will share the Township building for Thanksgiving dinner on Thanksgiving Day.

Miscellaneous

Eli Gingerich would like to store the high-speed mower and one of the tractors in his barn over the winter so that we can park the Pickup Truck in the Township building. Fiscal Officer Schrock will call OTARMA to verify that insurance on this equipment is covered if stored in Eli's barn.

Ishmael moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, December 1, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: October 6, 2014	6:30 to 7:30 PM	Page 1 of 2
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Chief Mark Kidd

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Schrock made a motion, seconded by Whitmer to approve the September 2, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's September 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- September 30, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded "yes." Ishmael made a motion, seconded by Schrock to approve the September 30, 2014 bank reconciliation.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

- Resolutions:

- **Resolution 2014-9-2** (See Resolution Book)
To approve to spend no more than \$8,000 to cut down hazardous trees on Smith Calhoun Road
- **Resolution 2014-9-3** (See Resolution Book)
To approve to spend no more than \$1,700 to have Capital City Seal Coating seal and strip the Township blacktop
- **Resolution 2014-9-4** (See Resolution Book)
To agree to lock in the price of propane with Matheson Valley for \$1.749/gallon for 1900 gallons of propane 10/1/2014 through 3/31/2015.
- **Resolution 2014-10-1** (See Resolution Book)
To approve miscellaneous expenses
Schrock made a motion, seconded by Whitmer, to approve all Resolutions.

Roll Call: Ishmael-abstained, Schrock-yes, Whitmer-yes.

- Purchase Orders (112-2014 through 123-2014) and checks to cover payroll and non-payroll obligations. Schrock made a motion, seconded by Whitmer, to approve payroll and non-payroll obligations.

Roll Call: Ishmael-abstained, Schrock-yes, Whitmer-yes.

Fiscal Officer Schrock reported that we have 4 Township building reservations during the month of October.

The November 3, 2014, Canaan Township meeting was originally scheduled for 1:00 PM because of the election being held at the Township building on November 4. Now that the election will be held at the Jonathan Alder High School, no longer needing our Township building, Trustees approved to move the November 3 meeting time from 1:00 PM to 6:30 PM. Fiscal Officer Schrock will send an email to the Madison Press and the Madison Messenger informing them of the change in the meeting time.

Health & Safety Schrock reported that Evan Rogell, Health Insurance Consultant, plans to speak at the Madison County Township Association meeting in November.

Fire Chief Mark Kidd attended the meeting to give an update on the Pleasant Valley Fire District and to talk about putting up signs for the fire levy.

Zoning Ishmael reported that Fred and Joshua Yoder request permission for a conditional use permit to operate a carpet sales and auto repair business at 8025 Lafayette-Plain City Road, and also property owners Marvin and Betty Lou Yutzy request permission to construct a new single-family residence on U.S. Rt. 42 in Canaan Township. These requests will be addressed at the Zoning Meeting on Monday, October 6, at 8:00 PM. Ishmael plans to attend this meeting.

RECORD OF PROCEEDINGS		
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
2014 REGULARLY SCHEDULED SESSION		
Held: October 6, 2014	6:30 to 7:30 PM	Page 2 of 2

Roads

Schrock reported that we finished our fourth round of mowing ditches. Canaan Township employees Bud Schrock and Pete Hammond have cleaned up around all of the telephone poles within Canaan Township. Schrock has received many compliments from Township residents that this is the best our Township ditches have looked for some time. Schrock also reported that the spraying is complete.

Fiscal Officer Schrock prepared an invoice to David P. Brand, Madison County Engineer's Office, for 4 cycles of mowing Madison County roads located within Canaan Township for 2014. Trustees reviewed and approved invoice. Fiscal Officer Schrock will mail invoice on October 7, 2014.

Schrock reported that the International Truck has been repaired and that we are now ready for snow!

Cemetery

Whitmer asked for the boundary of the new cemetery property on the east. Whitmer met with Steve Creamer regarding where the fence is located. Plans are to clear the brush this Fall and begin drainage in the cemetery in the Spring. Whitmer plans to talk to Bill Hostetler and John Miller about clearing the area to get it ready for drainage. Whitmer also questioned whether or not we need another building at the cemetery. After some discussion, this item will be addressed at a later meeting.

Whitmer reported that he purchased 3 veteran foundations for the cemetery from Yauger Monuments. One of the veteran foundations was to replace one that we borrowed from Darby Township, and the other two veteran foundations are to have in stock for future needs.

We received an estimate from Capital City Sealcoating to seal the cemetery blacktop. The estimate was for \$950.00. After some discussion, Trustees agreed that it was not necessary to seal the cemetery blacktop this year.

Building

Ishmael stated that we received a request from Allison Shaw and LL2 4-H group to use our Township building for their 4-H meetings. After some discussion, Ishmael made a motion, seconded by Schrock, to approve to offer the building to this 4-H group free of charge.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

Ishmael stated that we will probably need to replace the water cooler in the Township building in the near future since it is not cooling.

Whitmer moved that the meeting be adjourned and Schrock seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, November 3, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2014 REGULARLY SCHEDULED SESSION

Held: September 2, 2014	6:30 to 9:30 PM	Page 1 of 3
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The Canaan Township Trustees of Madison County met at the Canaan Township Building, 8055 US Highway 42 South, Plain City, Ohio 43064.

In Attendance:	Trustees:	Mark Ishmael, Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Eli Gingerich, Evan Rogell, Tim Rose

Chairman Ishmael called meeting to order. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Schrock made a motion, seconded by Whitmer to approve the August 4, 2014, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s August 2014 Activity Report. (See attached).

The Trustees approved with their signatures:

- August 31, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded “yes.” Whitmer made a motion, seconded by Ishmael to approve the August 31, 2014 bank reconciliation.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

- Resolutions:
 - **Resolution 2014-8-2** (See Resolution Book)
To approve the full amount of Steve Creamer’s proposal for \$1,600. This Resolution supersedes Resolution No. 2014-7-6.
 - **Resolution 2014-8-3** (See Resolution Book)
To approve to spend no more than \$1,500 to repair International Truck
 - **Resolution 2014-8-4** (See Resolution Book)
To approve to spend no more than \$80 for safety green t-shirts for our employees who mow ditches for their safety while performing road-related work.
 - **Resolution 2014-8-5** (See Resolution Book)
To approve to spend \$320 per year to spray Township building for pest control 4 times a year
 - **Resolution 2014-8-6** (See Resolution Book)
To approve to spend no more than \$300 to repair the outside light on the building
 - **Resolution 2014-9-1** (See Resolution Book)
To approve miscellaneous expenses/purchases
Whitmer made a motion, seconded by Schrock, to approve all Resolutions.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.

- Purchase Orders (99-2014 through 111-2014) and checks to cover payroll and non-payroll obligations. Ishmael made a motion, seconded by Whitmer, to approve increase in Purchase Orders and to approve payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock reported that Turner Termite & Pest Control will apply the first pest control application on Tuesday, September 16.

Fiscal Officer Schrock submitted a couple of Township photos, taken on August 2, to OTARMA for inclusion in OTARMA’s 2015 Calendar as well as for other publications. This is a great opportunity to showcase our township to all OTARMA members.

Fiscal Officer Schrock reported that the Madison County Board of Elections is consolidating voting locations. Canaan and Darby Township residents will now vote at the Jonathan Alder High School. The next election is Tuesday, November 4.

Fiscal Officer Schrock stated that the 2015 Ohio Township Association Winter Conference is scheduled for January 28 through 31, 2015, at the Columbus Convention Center in Downtown Columbus. Also, the Madison County Township Association meeting is scheduled for Monday, September 8, at 7:30 PM at the Madison County Engineer’s Office.

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
2014 REGULARLY SCHEDULED SESSION

Held: September 2, 2014

6:30 to 9:30 PM

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- Health & Safety** Schrock reported that a meeting is scheduled for September 8 to discuss the James Cole situation in which his house will be condemned. The resident has 70 days to evacuate the premises.
- Zoning** Ishmael reported that the multiple businesses located on Lafayette-Plain City Road are under incorrect zoning. David Hughes, Madison County Zoning, has sent letters to the two owners of these businesses to request zoning variances. If residents are concerned with the noise generated from one of these businesses, they can address their concerns with the Madison County Sheriff's department.
- The Pozicka/Orr property on Plain City Georgesville Road continues to operate a business in the barn without proper zoning and permits. David Hughes has requested that the business owner obtain proper zoning.
- Ishmael stated that a large barn is going up on the Thomas property on Amity Pike and that a follow-up is necessary.
- Fire** Ishmael reported that the Pleasant Valley Joint Fire District (PVJFD) allowed one of their employees to resign instead of firing them. The PVJFD purchased new chairs for their meeting room and discussed the election and advertising for the renewal levy this Fall. Ishmael will forward meeting minutes to Trustees and Fiscal Officer.
- Roads** Schrock reported that we finished our third round of mowing ditches and that we are starting on round four. Bud Schrock, one of our Canaan Township employees who mows ditches, provided a summary of the amount of trash that he collects in a day's time while mowing ditches. The amount of trash collected in the ditches on a daily basis is a very time consuming and needed/necessary activity.
- American Pavements completed the 2014 Crack Seal and SPARS Repairs work on the Township cul-de-sacs in August. Trustees were pleased with the results of the repair work.
- Schrock reported that repairs on the International Truck are not yet complete.
- Eli Gingerich, Lead Person, commented that he purchased chemicals to spray ditches and needs to purchase an additional 5 gallons to include spraying the township and cemetery. Ishmael requested that the needed additional 5 gallons be addressed at the October meeting.
- Trustees discussed the need to trim hazardous trees along Smith Calhoun Road. Tim Rose, Central Ohio Tree & Stump Removal, submitted a proposal of \$8,000 to trim the hazardous trees and to remove a couple of dead Ash trees on Smith Calhoun Road. After some discussion and reviewing the Appropriation Status provided by Fiscal Officer Schrock, Ishmael made a motion, seconded by Schrock, to spend no more than \$8,000 to cut down the two Ash trees and trim the hazardous trees on Smith Calhoun Road. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** This work is to be performed during the November/December timeframe. Rose will need to coordinate this work with Eli Gingerich and the Madison County Sheriff to close the road during the trimming and cutting down of the trees.
- The Township received a John Deere survey to be completed on the new loader. Eli will complete and return the survey.
- Cemetery** Whitmer stated that he has identified pins to assist Creamer with the topography work at Big Darby Cemetery. Whitmer commented that Pete Hammond, employee of the Township, and Carl Rush, former Canaan Township Trustee, were very helpful in identifying the pins at the cemetery.
- Whitmer mentioned that the fence on the north end of the cemetery is lifting out of the ground probably due to the freezing and thawing of the ground. Whitmer questioned whether or not to leave the fence up at this time. After some discussion, Trustees agreed that it is best to leave the fence up until they are ready to begin drainage. Once the drainage work begins, the fence will be removed and then be reinstalled where needed. Whitmer stated that we have a bad thistle problem at the cemetery and that they need to be sprayed.

RECORD OF PROCEEDINGS		
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
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Cemetery (contd.) Whitmer mentioned that the cemetery blacktop needs sealed. Schrock will obtain a quote from Capital City Seal Coating and Eli will obtain a quote from Harsh to seal the blacktop. Schrock and Eli will present these quotes at the October meeting.

Building Fiscal Officer Schrock reported that Turner Termite & Pest Control contacted her and scheduled the first pest control application for Tuesday, September 16.

Schrock presented two quotes from Capital City Seal Coating for sealing and striping the Township blacktop: 1) 2 coat spray is \$1,200.00; and 2) striping + 1 handicap stencil and hash is \$350.00. After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$1,700 to seal and stripe the Township blacktop. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Schrock will call Capital City Seal Coating to schedule the sealing and striping.

After reviewing the MATHESON 'Piece of Mind' PROPANE LOCK-IN PROGRAM with the Trustees, Ishmael made a motion, seconded by Schrock, to lock in the price of propane with Matheson Valley for \$1.749/gallon for 1900 gallons. The contract is effective from October 1, 2014 through March 31, 2015. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock will mail in the signed contract.

Ishmael interviewed and hired Lydia Mae Gingerich, a Canaan Township resident, as the new person to clean the Township building. Lydia Mae signed a Janitorial Contract. Fiscal Officer Schrock met with Lydia to go over the details of cleaning the Township building and purchased the necessary cleaning supplies Lydia requested. Lydia Mae is doing a thorough job of cleaning.

Eli had Noah Miller repair the outside light on the building. While Noah Miller was here, Trustees approved to have him repair additional outside lights identified on the sign out front that also needed repaired.

Miscellaneous Per the Affordable Care Act (ACA) Townships are no longer permitted to reimburse for individual health insurance premiums with pre-tax dollars. Health care reimbursements are going from an Accounting transaction to a Payroll transaction. Health care reimbursements are to be treated as a bonus and taxed effective January 1, 2014, per the IRS. We have taken and completed the necessary steps to comply with the new rules required by the ACA regarding health care reimbursement. Our Year-To-Date health insurance reimbursements were reflected in our July, August, and September paychecks.

Schrock invited Evan M. Rogell, President & CEO of Insurance Services & Consultants, to attend the meeting to discuss, inform, and provide competitive insurance information to Trustees and Fiscal Officer for 2015 health care insurance coverage. Mr. Rogell mentioned that if we were to join the IRS 105 Defined Contribution Plan, our health insurance reimbursements would not be taxed. Steve Pronai, Madison County Prosecuting Attorney, plans to speak more about the changes regarding health insurance reimbursements at the Madison County Township Association meeting on Monday, September 8. Trustees will need to make a decision soon on health care premiums for 2015 budget purposes.

The ACA is requiring the Townships to also offer health care reimbursement to new employees hired after January 1, 2014, who work more than 29 hours per week. Steve Pronai plans to address, help clarify, and provide answers for Townships at the Madison County Township Association meeting on Monday, September 8.

Ishmael moved that the meeting be adjourned and Schrock seconded. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, October 6, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee