

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 ORGANIZATIONAL SESSION

Held: January 5, 2015	6:30 to 8:30 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:	Craig Morelock, Tim Rose

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

For the first order of business, Fiscal Officer Schrock asked for nominations for the following positions. Nominations were as follows:

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

Ishmael made a motion, seconded by Schrock, to approve these nominations for 2015. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Administrative

Ishmael made a motion, seconded by Whitmer, to approve the December 22, 2014, Meeting to Prepare 2015 Budget meeting minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

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

The Trustees approved with their signatures:

- December 31, 2014, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we have several 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 Whitmer, to approve the December 31, 2014 bank reconciliation.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes
- Resolutions:
 - **Resolution 2014-12-6** (See Resolution Book)
To accept the 2015 1.5 Mill Estimated Property Tax Revenue issued by the Madison County Auditor
 - **Resolution 2014-12-7** (See Resolution Book)
To approve to adopt the IRS 105 Plan for our health benefits
 - **Resolution 2014-12-8** (See Resolution Book)
To approve the Canaan Township Salaried Employees continue to be paid from the General Fund on a monthly basis and the salaries dictated by the ORC at the \$250,000-\$500,000 budget level formula
 - **Resolution 2014-12-9** (See Resolution Book)
To approve an increase in wages to the 2015 Hourly Wage Schedule Intermittent Employee Classification
 - **Resolution 2015-1-1** (See Resolution Book)
To approve miscellaneous expenses
Ishmael made a motion, seconded by Schrock, to approve all Resolutions.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes
- Purchase Orders (1-2015 through 37-2015) and checks to cover non-payroll obligations. Schrock made a motion, seconded by Whitmer, to approve non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock reported that she took the 2015 Budget to the Madison County Auditor on December 29, 2014, for approval. We received notification from the Madison County Auditor that the budget was approved on December 29, 2014.

Fiscal Officer Schrock registered all Canaan Township Officials for the 2015 Ohio Township Association Winter Conference scheduled for January 28-30. Ishmael made a motion, second by Schrock, to approve to pay for registration and luncheon fees and reimburse mileage and parking fees to attend conference.

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

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Fiscal Officer Schrock reported that beginning on January 1, 2015, the new IRS Standard Mileage Rates will be 57.5 cents per mile for business miles driven, up from 56 cents in 2014. The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil.

Fiscal Officer Schrock reported that our Madison County Township Association fees are due. Ishmael made a motion, seconded by Schrock, to approve to pay these fees. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

After reviewing the 2015 calendar, Trustees established the following 2015 meeting dates and times:

January 5, 2015 – 6:30 PM	May 4, 2015 – 6:30 PM	September 8, 2015 – 6:30 PM
February 2, 2015 – 6:30 PM	June 1, 2015 – 6:30 PM	October 5, 2015 – 6:30 PM
March 2, 2015 – 6:30 PM	July 6, 2015 – 6:30 PM	November 2, 2015 – 6:30 PM
April 6, 2015 – 6:30 PM	August 3, 2015 – 6:30 PM	December 7, 2015 – 6:30 PM
Meeting to Prepare 2016 Budget – December 21, 2015 – 6:30 PM		

All meetings are scheduled on the first Monday of each month with the exception of the September 8 meeting, which is a Tuesday due to Labor Day. The Budget meeting is scheduled for the 3rd Monday in December. Ishmael made a motion, seconded by Whitmer, to accept the 2015 meeting dates and times.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes. Fiscal Officer Schrock will email the 2015 meeting dates to the Madison Press/Plain City Advocate and the Madison Messenger for inclusion in these newspapers.

Fiscal Officer Schrock stated that the next Madison County Township Association meeting is scheduled for Monday, January 12, at 7:30 PM.

Health & Safety Schrock shared that Mary Ann Webb, Madison County Health Commissioner, says the flu is serious and people are not getting the flu shots.

Fiscal Officer Schrock reported that she worked with Nicole Schmidt, Zane Benefits New Account Coordinator, on January 2, 2015, to enroll the Trustees and herself in an online account with ZaneHealth allowing for compliant, tax-free reimbursement of employees' individual health insurance premiums. FO Schrock reviewed the steps the Trustees need to take to participate in this program and reviewed the necessary documents that need to be downloaded on a monthly basis for reimbursement.

Fire Ishmael reported that the Pleasant Valley Fire Department approved a temporary budget for 2015.

Zoning Ishmael had nothing new to report. Schrock reported that lawn and landscaping business property owner Dan Moran is doing a good job of keeping their vehicles parked in areas not close to the road.

Roads Schrock stated that Tim Rose did a good job of removing hazardous tree limbs and branches on Smith-Calhoun Road. Schrock said there are 2 hazardous trees on Smith Calhoun that need removed. Schrock will meet with Tim to point out these trees.

Schrock said Kaufman Road is being used a lot due to Lafayette-Plain City Road being closed between Kilbury-Huber Road and Converse Huff Road for bridge repair on the curve near Converse Huff Road.

Schrock stated that we need to purchase a new sprayer system to spray guardrails, the cemetery and the township, plus some additional tools and accessories. Eli Gingerich provided Schrock with a list of tools and pricing. After reviewing the list of tools and pricing and discussion, Schrock made a motion, seconded by Whitmer, to spend no more than \$500 on a new hedge trimmer and miscellaneous tools. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Schrock says we could use an additional snow plow driver and tractor driver. The name Daniel Knick was recommended as someone who could drive the snow plow and tractors. Schrock will contact Mr. Knick to see if he is interested.

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Cemetery

Whitmer met with Levin Hutson, Madison County Highway Superintendent, regarding putting in the new driveway, off of Plain City Georgesville Road, at the cemetery. There is some concern as to how the new driveway will be constructed. Whitmer will continue to work with Mr. Hutson and the Trustees on the best possible solution.

The burning bush at the Cemetery circle around the flag pole need trimmed. Ishmael requested that Eli and Pete trim the burning bush at their earliest convenience.

Building

Ishmael shared that we will probably need to replace the water fountain in the Township building this year with a new refrigerated water fountain.

The vinyl flooring in the Township building is yellowing in areas and is hard to clean. Ishmael said he will get new quotes for purchasing and installing tile flooring.

Miscellaneous

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 provided a detailed map of drainage and easements. Whitmer recommends sending a letter to the Madison County Commissioners. Whitmer also suggested that Craig Morelock attend the Madison County Township Association meeting on January 12, 2015, so that he can speak with the County Commissioners face to face. After some discussion, Ishmael offered to write a letter to the County Engineer and Commissioners addressing Morelock's concerns.

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 Monday, February 2, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

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CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 SPECIAL MEETING TO HIRE PERSONNEL

Held: January 13, 2015	6:30 to 7:30 PM	Page 1 of 1
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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.**

Roads Schrock addressed the need to hire a part time/seasonal person to help plow snow this winter. Whitmer provided Schrock with Danny Knicks name. Schrock interviewed Danny Knick who meets the criteria to help with snow removal because he is in the process of obtaining his CDL license and because of his long-time experience with driving trucks. After some discussion, Schrock made a motion, seconded by Whitmer, to hire Danny Knick as part-time/seasonal help with snow removal this winter. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Healthcare Reimbursement There is an ongoing discussion, because of the Affordable Care Act, on whether or not we can reimburse healthcare. According to Evan Rogell, President & CEO of Insurance Services & Consultants, we can reimburse healthcare through ZaneHealth. ZaneHealth’s software is designed to comply with all applicable federal laws and regulations, including (but not limited to) the Affordable Care Act (ACA), Internal Revenue Service (IRS), Health Insurance Portability and Accountability Act (HIPAA), and Employee Retirement Income Security Act (ERISA) rules.

We have been in discussions with Evan Rogell; ZaneHealth Representatives; Steve Pronai, Madison County Prosecuting Attorney; Wendy Speelman, IRS Representative; and the Ohio Auditor of State for answers. More follow-up and a definitive answer are needed prior to our February meeting on how to proceed with reimbursing healthcare.

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 Monday, February 2, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

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CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

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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, Craig Morelock, Elvin Pinckney, Evan Rogell, 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 2015 Organizational Session Meeting Minutes and the January 13, 2015, Special Meeting to Hire Personnel Minutes. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Original file copies were signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's January 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- January 31, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no 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 January 31, 2015 bank reconciliation.

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

- Resolutions:
 - **Resolution 2015-1-2** (See Resolution Book) - To approve Township Officials nominations for 2015
 - **Resolution 2015-1-3** (See Resolution Book) - To approve to pay for expenses associated with the 2015 OTA Winter Conference
 - **Resolution 2015-1-4** (See Resolution Book) - To approve to pay 2015 fees to Madison County Township Association
 - **Resolution 2015-1-5** (See Resolution Book) - To approve 2015 meeting schedule dates and times
 - **Resolution 2015-1-6** (See Resolution Book) - To approve to spend no more than \$500 on a new hedge trimmer and miscellaneous tools
 - **Resolution 2015-1-7** (See Resolution Book) - To approve to hire Daniel Knick as part-time/seasonal help with snow removal this winter
 - **Resolution 2015-2-1** (See Resolution Book) - To approve miscellaneous expenses

Ishmael made a motion, seconded by Schrock, to approve all Resolutions.

- Purchase Orders (38-2015 through 42-2015) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.

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

Fiscal Officer Schrock reported that Eli Gingerich and Pete Hammond, Canaan Township employees, completed the 2015 inventory, and that she has updated the inventory sheets. Fiscal Officer Schrock will submit these updated inventory sheets along with the completed OTARMA Anniversary Questionnaire to OTARMA for 2015 coverage renewal.

Fiscal Officer Schrock stated that OTARMA will reimburse members for the cost of requesting Motor Vehicle Records (MVRs) for our employees and elected officials who drive a vehicle on behalf of the Township. Whitmer made a motion, seconded by Schrock, to request MVRs for our hourly employees at \$5 per person.

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

Fiscal Officer Schrock stated that Perry & Associates Certified Public Accountants, A.C. are currently in the process of starting the audit for Canaan Township, Madison County, for the years ending December 31, 2013 and 2014. As part of their audit process, they requested "Initial Data Survey" be completed and returned to them as soon as possible.

Federal and Ohio regulations affecting our employees need to be posted. Ishmael made a motion, seconded by Whitmer, to approve to spend no more than \$20 on Ohio & Federal Labor Law posters. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Fiscal Officer Schrock requested approval to attend the 16th Annual Local Government Officials' Conference, April 1-2, 2015, at the Hyatt Regency Downtown. Whitmer made a motion, seconded by Ishmael, to approve to pay for registration fees, and mileage and parking fees associated with this conference. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

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Two Trustees need to stop in at the County Engineer’s Office, before March 27, 2015, to sign the necessary papers for our Township’s ODOT Annual Road Mileage Certification. Schrock and Whitmer volunteered to do this.

The next Madison County Township Association meeting is scheduled for Monday, February 9, at 7:30 PM.

Health & Safety Evan Rogell, President and CEO of Insurance Services & Consultants, attended the meeting to explain the differences between a group health plan and a group health insurance plan.

A group health plan is defined as an employee welfare benefit plan established or maintained by an employer or by an employee organization, such as a union, or both, that provides medical care for participants or their dependents directly or through insurance, reimbursement, or otherwise. A few examples of group health plans are: A group health insurance plan, a self-insured health plan, a self-insured medical reimbursement plan such as Healthcare Reimbursement Plan or Section 105 Medical Reimbursement Plan.

A group health insurance plan is a type of group health plan that provides actual health insurance coverage. A group health insurance policy is purchased by an employer (or employee organization) and is offered to eligible participants, and to eligible dependents of participants. With group health insurance, the risk is spread over the company – the number of participants covered. There are several types of group health insurance plans including HMO, PPO, etc. Group health insurance is also known as employer-sponsored health insurance or job-based health insurance.

In other words, a group health insurance plan is a group health plan, but a group health plan is not always a group health insurance plan.

ZaneBenefits offers simple and affordable health benefit solutions to small and medium-sized businesses. The ZaneHealth software helps businesses save 20% to 60% on healthcare costs by reimbursing employees for individual health insurance. It’s estimated that 60% of small businesses will abandon group health insurance in favor of individual health insurance by 2017.

ZaneBenefits Compliance 101 outlines how employers can reimburse employees for individual health insurance tax-free, while keeping the business and employees in compliance. This is important because group health plans must follow applicable IRS, HIPAA, COBRS, ERISA, and ACA rules.

Key Sections of the Internal Revenue Codes for Tax-Preferred Premium Reimbursement are:
IRC Section 105: Section 105 allows tax-free reimbursements from a self-insured medical reimbursement plan if the reimbursements are for expenses incurred for “medical care” as defined in Section 213(d).

IRC Section 213: Section 213(d) defines “medical care” for personal deduction and Section 105 distributions, which includes amounts paid for insurance.

IRC Section 106: Section 106 allows the value of the self-insured medical reimbursement plan to be tax-free to employees.

IRC Section 162: Section 162 allows reimbursements to be tax-deductible to the employer as a business expense.

In conclusion, the best way to offer an employee health benefit is to reimburse employees for individual health insurance. Employees pick the plan that best fits their needs, including the doctor, keep the plan for as long as they want, and save money.

As employers set up self-insured medical reimbursement plans to reimburse individual health insurance tax-free, there are important federal regulations to understand and comply with. Failure to comply with these regulations can lead to costly fines. By using a quality premium reimbursement software provider, such as ZaneBenefits, employers can administer a compliant reimbursement plan in less than 5 minutes per month.

Mr. Rogell can ensure that the elected official’s health insurance plans are ACA market-style policies and no cost preventative care. Mr. Rogell plans to share this information with Christine Poth, from Bricker and Eckler Attorneys at Law, and with Steve Pronai, Madison County Prosecuting Attorney. We are awaiting for final approval from Steve Pronai to move forward with reimbursing healthcare through ZaneHealth.

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Fire Ishmael emailed the January 8, 2015, Pleasant Valley Joint Fire District meeting minutes to the Trustees and Fiscal Officer.

Zoning Nothing new to report at this time.

Roads Schrock reported that we have completed general maintenance on all of our road and lawn mowers and are good to go. Schrock made a motion, seconded by Whitmer, to approve to spend \$770.50 with Gingway Products to fabricate hitches for mower to mount to quick hitch on tractor plus labor and materials. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

Schrock gave an update on our employees: Eli is on vacation February 12-28. Daniel Knick is taking the CDL exam on Wednesday, February 4. John E. Miller is back to driving the snow plow trucks after having knee surgery.

Eli requested that we get an extra Speedway SuperFleet credit card for the new Ford F550 truck. Fiscal Officer Schrock will call Speedway to order an additional card.

Guest presenter Elvin Pinckney, ODOT Burton Planning Service Consultant, attended the meeting to share information about the US42 Access Management Study and ask for input from the Trustees on any development (commercial and/or residential), safety issues, or any bike ways or pedestrian crossings near 42 planned in the next 5 to 10 years in our jurisdiction. Mr. Pinckney requested that the Trustees submit any plans to Nicole Clune, Public Involvement Manager, and also complete a website survey online within the next month: <http://www.surveymonkey.com/s/US42AccessSurvey>

Cemetery Nothing new to report at this time.

Building Ishmael researched water fountains online to replace the existing water fountain in the Township building that is no longer cooling. Eli Gingerich recommends purchasing an Oasis brand water fountain. After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$650.00 on a new refrigerated cooling water fountain. **Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes.**

The linoleum flooring in the Township building is yellowing in areas. We have stripped these floors several times and the yellowing cannot be removed. It is time to update the flooring with tile. Ishmael obtained an estimate from Gingerich Home Remodeling for installing tile flooring in both bathrooms and aisle outside the restrooms, tile on the bathroom walls, in the kitchen and in the foyer. Ishmael will get more clarification on the estimate and present the information at the March meeting.

Miscellaneous Tim Rose attended the meeting to thank the Township for the work this past year on cutting and trimming hazardous trees in the Township. Rose spoke with Jerry May, Canaan Township resident who lives on Price Hilliards, and said May is pleased with the trimming of the trees.

Craig Morelock attended the meeting to present 2 CDs of the ditch video of tile from last ketch basin towards the end of Carters Mill Road. Morelock requested that the Trustees please take one of the CDs to the Madison County Engineer's Office for their viewing and retain one copy of the CD at the Township building. Whitmer met with Morelock and the County Engineer at the January Madison County Township Association meeting to discuss this ongoing issue.

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, March 2, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

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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
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	

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

Ishmael made a motion, seconded by Schrock, to approve the February 2, 2015, Regularly Scheduled Session Meeting Minutes. **Roll Call: Ishmael-yes, Schrock-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s February 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- February 28, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had one outstanding warrant. Fiscal Officer Schrock also reported that she transferred money from Secondary Account to Primary Account to cover the current obligations. 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 February 28, 2015 bank reconciliation.

Roll Call: Ishmael-yes, Schrock-yes

- Resolutions:
 - **Resolution 2015-2-2** (See Resolution Book) - To approve to participate in the OTARMA Motor Vehicle Records program
 - **Resolution 2015-2-3** (See Resolution Book) - To approve to spend no more than \$20 on Ohio & Federal Labor Law posters
 - **Resolution 2015-2-4** (See Resolution Book) - To approve to approve the registration fee and to reimburse parking and mileage expenses for the Fiscal Officer to attend the 16th Annual Local Government Officials’ Conference on April 1-2, 2015
 - **Resolution 2015-2-5** (See Resolution Book) - To approve to spend \$770.50 with Gingway Products to fabricate hitches for mower to mount to quick hitch
 - **Resolution 2015-2-6** (See Resolution Book) - To approve to spend no more than \$650 on a new refrigerated cooling water fountain for the Township building
 - **Resolution 2015-3-1** (See Resolution Book) - To approve miscellaneous expenses

- Purchase Orders (43-2015 through 47-2015) and checks to cover payroll and non-payroll obligations. Ishmael made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.

Roll Call: Ishmael-yes, Schrock-yes

Fiscal Officer Schrock reported that she has completed the Perry & Associates *Initial Data Survey* and the “*Agreed Upon Procedure Eligibility Checklist*” for the auditors. Fiscal Officer Schrock also signed the *Standard Form to Confirm Account Balance Information with Financial Institutions* form and returned to Perry & Associates.

Fiscal Officer Schrock reported that the Madison Messenger informed us that they are now going to start charging for meeting notices in their newspaper per legal counsel. The cost to put our meeting notices in the Madison Messenger is \$7.90 per month. The Madison Messenger circulation is 15,000 households and is circulated one day per week. Our meeting notices are also currently being published in the Madison Press and the Plain City Advocate at no charge. Before the Trustees approve this expense, Ishmael recommends that we look up an Ohio Revised Code (ORC) that speaks to specifics on meeting notices in newspapers. Fiscal Officer Schrock will research ORCs on this topic and report back to the Trustees.

The 2015 District Advisory Council Meeting is scheduled for Monday, March 9, at 7:30 PM at the Madison County Engineer’s Office. The Madison County Township Trustees and Engineer Annual Meeting is scheduled for Friday, March 27, at 10 AM at the Madison County Engineer’s Office.

Canaan Township’s annual road inspection with the Madison County Engineer is scheduled for Wednesday, April 1, at 10:30 AM.

Fiscal Officer Schrock is registered to attend the 16th Annual Local Government Officials’ Conference, April 1 and 2, 2015, at the Hyatt Regency Downtown.

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Health & Safety Schrock stated that Mary Ann Webb, Madison County Health Commissioner, is preparing for the annual 2015 District Advisory Council Meeting scheduled for Monday, March 9.

Fiscal Officer Schrock received a packet of health insurance information from Stephen Pronai, Madison County Prosecuting Attorney, regarding the latest questions that have come from various townships and the latest response from Christine Poth, Bricker & Eckler LLP. Fiscal Officer Schrock made copies of the packet for the Trustees to review.

Fire Ishmael reported that this past month has been a very difficult time for the Pleasant Valley Fire District (PVFD) responding to their 911 calls with the two suicides in our Jonathan Alder community. This is a very saddening situation that the whole community is dealing with.

The PVFD is working on the issue of who has the authority to contact the business when an expense is approved. The PVFD is considering eliminating the Fiscal Officer assistant position. The PVFD held a special meeting regarding the private sector auditor contract for the upcoming audit.

Zoning Ishmael has had conversations with David Hughes, Director of the Madison County Building and Zoning Department regarding two properties in Amity. One resident has a foundation that needs fixed and the other resident needs to clean and maintain the exterior of their home and lawn. The Pansicka/Orr property on Plain City Georgesville Road continues to operate a business on a residential property.

Roads Schrock reported that we have been busy snow plowing Canaan Township roads and cul-de-sacs. We are currently looking at sprayers to spray weeds along the roadsides and guardrails. Ishmael and Eli Gingerich, Township Lead Hourly Employee, plan to look at Lesco for sprayers.

Cemetery Fiscal Officer Schrock assisted Sandra Ratcliff with questions regarding her mother-in-law's, Nora Jane Moore, a long-time resident in Amity, cemetery plot at Big Darby Cemetery. Nora thought she had a grave plot beside her parents Sharon and Eplura Hay (Section B, Lot 191, plots 191-1 and 191-2). Fiscal Officer Schrock searched the Big Darby Cemetery database and did not find any grave plots specifically designated for Nora Jane Moore. Fiscal Officer Schrock recommended Ms. Ratcliff contact Don Whitmer to set up a time to visit the cemetery with Whitmer to see if there are 2 more grave plots available on Lot No. 191.

Ishmael spoke with Earl Osborne regarding giving up more road frontage for a new entrance to the cemetery. Mr. Osborne told Ishmael that this land is in contract and that Ishmael should be able to talk to the new owner of the property in the near future regarding this matter.

Building Ishmael ordered and received the new Oasis water fountain for the township meeting room. Eli Gingerich and Pete Hammond, Canaan Township employees, will install the new water fountain on Tuesday, March 3.

It is time to update the flooring with tile in the township building. Ishmael is waiting on an estimate from Gingerich Home Remodeling for installing tile flooring in both bathrooms and aisle outside the restrooms, tile on the bathroom walls, in the kitchen and in the foyer.

Miscellaneous Nothing new to report

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

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

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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, Whitmer-yes**

Ishmael made a motion, seconded by Schrock, to approve the March 2, 2015, 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 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- March 31, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no 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 March 31, 2015 bank reconciliation.

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

- Resolutions:

- **Resolution 2015-4-1** (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 (48-2015 through 55-2015) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.

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

Fiscal Officer Schrock reported that our 2013 and 2014 audit with Perry & Associates is scheduled for the May timeframe.

Fiscal Officer Schrock reported that the Madison Messenger is now going to start charging for meeting notices in their newspaper per legal counsel. The cost to put our meeting notices in the Madison Messenger would be \$7.90 per month. The Madison Messenger circulation is 15,000 households one day per week. Our meeting notices are also currently being published in the Madison Press (circulation is 2,400 households daily) and the Plain City Advocate (circulation is 6,000 households one day per week) at no charge. After some discussion, the Trustees agreed that it was not necessary to put our meeting notices in the Madison Messenger. Fiscal Officer will contact Grant Zerkle at the Madison Messenger to inform him to discontinue publishing our meeting notices in the Madison Messenger.

Fiscal Officer Schrock informed the Trustees that OTARMA, for the third consecutive year, is offering the Managing Ohio Risk Exposures (MORE) Grant Program for 2015. The MORE Grant of \$500 per township is designed to assist OTARMA Members in financing risk management initiatives to reduce or eliminate risk exposures that lead to liability and property claims. Fiscal Officer Schrock will provide each Trustee with a list of examples of what the grant has been used for in the past.

OTARMA is accepting photos to be considered for publication in the 2016 OTARMA Calendar. This is a great opportunity to showcase our township. Photos of people enjoying activities in our township are desired. The deadline to submit photos to OTARMA is October 1, 2015.

Fiscal Officer Schrock attended the 16th Annual Local Government Officials’ Conference April 1-2, 2015 at the Hyatt Regency in Downtown Columbus.

The Annual Madison County Township Association Fish Fry is Monday, April 13, 2015 at 6:30 PM at the St. Patrick’s School in London. The Madison County Farm Bureau’s Policy Development Resource Meeting is Thursday, April 16, 10:45 AM, at Lake Choctaw Lodge. Whitmer plans to attend.

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

Held: April 6, 2015

6:30 to 9:00 PM

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- Health & Safety** Schrock has had several conversations with Evan Rogell, Insurance & Consultants President and CEO, regarding health care reimbursements and Zane Benefits. Mr. Rogell has scheduled a conference call for Thursday, April 9, from 11:30 AM to 12 Noon with Zane Benefits representatives Ross Baker, Partner Sales Representative, Jeffrey Hansen, Compliance Manager and Ross Kohler, Broker Services Manager; Mark W. Altier, Auditor of State Chief Legal Counsel; and himself to discuss how Zane Benefits can be a solution for a number of Townships in Ohio in reimbursing an employee for individual health insurance. Ishmael, Schrock, and Fiscal Officer Schrock plan to attend the conference call.
- Fire** Ishmael reported that a representative from Huntington Bank has offered some ideas to the Pleasant Valley Fire Department (PVFD) regarding the fees they are currently paying on their bank account. The PVFD continues to have discussions on whether or not to transition their accounting and payroll procedures over to Uniform Accounting Network (UAN) through the Auditor of State.
- The PVFD was considering eliminating the Fiscal Officer assistant position; however, they have decided to keep the Fiscal Office assistant position for now. Ishmael stated that the PVFD received a grant from OSHA to purchase a new CPR machine which was demonstrated at the March 12 meeting. This new CPR machine will improve overall patient CPR treatments.
- Disaster Services** Whitmer attended the March 23 EMA meeting in London. The topic of the meeting was on the hazards of dams.
- Zoning** Ishmael reported that a resident on the corner of Amity Pike and Plain City Georgesville Road is running people off the road. This resident is a danger to himself and to others. The Madison County Sheriff has been called multiple times. Franklin County is building a case and has filed reports against this resident.
- The Shriver painting business on Plain City Georgesville Road is burning trash with aerosol cans which causes hazardous billowing smoke. They continue to operate their business with no dumpster and hazardous chemicals on the ground. The PVFD has been called to put out these hazardous fires on several occasions and have contacted the EPA regarding this ongoing concern.
- Roads** Schrock was pleased to report that snow plowing is complete for the year. Schrock reported that he participated in the annual road inspection with Madison County Engineer Dave Brand and Highways Superintendent Levin Hutson on Wednesday, April 1. The County plans to repair Amity Pike and Price Hilliards roads in the Fall. Schrock addressed the need to trim some hazardous trees on county roads in Canaan Township but the County has no plans to trim any hazardous trees this year.
- The County will provide us with an estimate to chip and seal Smith Calhoun Road. For water and safety purposes, we will put up reflectors at the cement bridge on Smith Calhoun Road. Schrock will talk with Mr. Hutson on a regular basis regarding Township road needs.
- Eli Gingerich, Hourly Lead Person, requested to purchase a sprayer at Tractor Supply to spray weeds in the Township ditches and guard rails. After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$1,100 to purchase a 60-gallon trailer sprayer at Tractor Supply plus additional parts. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**
- Schrock scheduled the annual ditch cleanup with the Shekinah Youth Group for Monday, April 27, and Tuesday, April 28. Schrock will contact A&J Container Service for a trash container to contain the trash. After some discussion, Schrock made a motion, seconded by Ishmael, to approve to pay the Shekinah Youth Group \$1,350 for annual roadside clean up in Canaan Township and to pay A&J Container Service \$300 for a trash container. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Eli Gingerich will pick up vests and trash bags for the cleanup.

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

Held: April 6, 2015

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Roads (Contd.)

Gingerich needs to purchase fertilizer and chemicals to spray ditches, guard rails, Big Darby Cemetery, and the Township lawn. After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$1,600 for fertilizer and chemicals.

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

Gingerich stated that we need Gingway to repair the snow plow of wearing and rusting due to salt and gravel abrasion. After some discussion, Schrock made a motion, seconded by Ishmael to spend no more than \$500 to repair the rust on the front of the International snow plow. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Gingerich needs to repair a driveway on Smith Calhoun Road. After some discussion, Ishmael made a motion, seconded by Schrock, to spend \$60 for cold patch to repair the driveway. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Gingerich also needs a ground up load to fill berm holes. He will get this load from the County.

Cemetery

Whitmer and Fiscal Officer Schrock met with the family of Nora Jane Moore, a long-time resident in Amity, regarding Ms. Moore's cemetery plot at Big Darby Cemetery. Big Darby Cemetery Lots #191-3 and #191-4 are available for her burial. Ms. Moore's family has requested that only one more burial take place on these two plots. Whitmer requested that Ms. Moore's family request for only one more burial on these two plots be in writing and notarized. Fiscal Officer Schrock created a draft of a letter to be signed by Ms. Moore's family members. Whitmer will contact the family to see who the letter should be addressed to and who should sign the letter. The Trustees were all in agreement that this letter be notarized.

Whitmer stated that he received a request from Gary Hay on burial lots at Big Darby Cemetery. Whitmer was also contacted to prepare a burial plot, Section 3, Lot #340-A for the death of Steve Wheeler. Darryl Miller will be contacted to open and close the grave. Fiscal Officer Schrock responded to a request from Tidd Funeral Home for cost to open and close a grave.

Ishmael spoke with the potential new owner of the property regarding giving up more road frontage for a new entrance to the cemetery.

Building

Ishmael reported that Eli Gingerich and Pete Hammond, Canaan Township employees, installed the new water fountain on Tuesday, March 3.

It is time to update the flooring with tile in the township building. Ishmael presented an estimate from Gingerich Home Remodeling for installing tile flooring in both bathrooms and aisle outside the restrooms, tile on the bathroom walls, in the kitchen and in the foyer. After some discussion, the Trustees agreed that this work would be better suited for this Fall after the Township meeting room reservations have slowed down.

Gingerich asked if we needed to lay mulch this Spring. Trustees agreed for Eli to fluff the existing mulch. Gingerich also mentioned that we have a small leak in the bay area. Whitmer and Gingerich will investigate the leak this week during the rains.

AEP Ohio is replacing existing electric meter with a new meter equipped with automated meter reading (AMR) technology. AEP Ohio is partnering with Apex for the installation of meters across the AEP Ohio service territory. There is no cost for the meter change. AMR improves reading efficiency and greatly reduces the need to estimate meter readings during periods of inclement weather.

Miscellaneous

Ishmael attended the Darby Glen Home Owners Association meeting on March 25. Ishmael stated that we should investigate in repairing Surrey Lane and Glen View roads.

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

Held: April 6, 2015

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

	Trustee
Fiscal Officer	Trustee
	Trustee

DRAFT

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

Held: May 4, 2015	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, Craig Morelock

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

Schrock made a motion, seconded by Ishmael, to approve the April 6, 2015, 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 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- April 30, 2015, 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 April 30, 2015 bank reconciliation.

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

- Resolutions:
 - **Resolution 2015-4-2** (See Resolution Book) – To approve purchase of 60-gallon trailer sprayer plus additional parts
 - **Resolution 2015-4-3** (See Resolution Book) – To pay Shekinah Christian School for annual roadside cleanup and A&J Container Service for trash container
 - **Resolution 2015-4-4** (See Resolution Book) – To purchase fertilizer an chemicals to spray ditches, guard rails, Big Darby Cemetery and the Township lawn in Canaan Township
 - **Resolution 2015-4-5** (See Resolution Book) – To repair the rust on the front of the International snow plow
 - **Resolution 2015-4-6** (See Resolution Book) – To purchase cold patch to repair the damage to driveway on Smith Calhoun Road due to snow plow
 - **Resolution 2015-5-1** (See Resolution Book) - To approve miscellaneous expenses

Schrock made a motion, seconded by Ishmael, to approve all Resolutions.

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

- Purchase Orders (56-2015 through 63-2015) and checks to cover payroll and non-payroll obligations. Schrock made a motion, seconded by Ishmael, to approve payroll and non-payroll obligations.

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

Fiscal Officer Schrock reported that our 2013 and 2014 audit with Perry & Associates is scheduled for the May timeframe. We received the requested Abstract Driver Records from the Ohio Bureau of Motor Vehicles.

OTARMA, for the third consecutive year, is offering the Managing Ohio Risk Exposures (MORE) Grant Program for 2015. The MORE Grant is designed to assist OTARMA Members in financing risk management initiatives to reduce or eliminate risk exposures that lead to liability and property claims. Ishmael and Whitmer suggested a couple of ideas to submit for the MORE Grant. Ishmael suggested that we purchase more safety vests for people to wear during our annual roadside cleanup. Eli Gingerich will get pricing for vests.

Whitmer suggested that we purchase an Automated External Defibrillator (AED) for the Township building. An AED is a portable electronic devise that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm. With simple audio and visual commands, AEDs are designed to be simple to use for the layperson. Ishmael will contact the Pleasant Valley Fire Department for pricing and where to purchase an AED.

OTARMA is accepting photos to be considered for publication in the 2016 OTARMA Calendar. This is a great opportunity to showcase our township. Photos of people enjoying activities in our township are desired. After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$150 to advertise in the local paper requesting residents submit desirable photos of Canaan Township to Canaan Township for consideration in the OTARMA Calendar. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** The deadline to submit photos to OTARMA is October 1, 2015.

OTARMA will distribute \$409.25 to Canaan Township for the OTARMA Million Dollar Distribution in 2015.

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CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
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Health & Safety Ishmael spoke with Stephen Pronai, Madison County Prosecuting Attorney, who authorized that we reimburse healthcare through June 30, 2015. Prosecuting Attorney Pronai has provided written authorization to Canaan Township to reimburse healthcare. Fiscal Officer Schrock prepared healthcare reimbursement checks in May for January through April 2015. The May healthcare reimbursement will be paid out at the June meeting and the June healthcare reimbursement will be paid out at the July meeting, per Prosecuting Attorney Pronai’s letter of authorization.

Some discussion followed regarding reimbursing healthcare through Zane Benefits. Ishmael stated that Prosecuting Attorney Pronai said that the Zane Benefits contract language is too vague to protect the Township from IRS penalties. Ishmael will ask Prosecuting Attorney Pronai to provide language to be added to our existing Zane Benefits contract that would satisfy these specific legal requirements.

Ishmael reported that Mary Ann Webb, Madison County Health Commissioner, visited the Sam Shriver DBA Paintz by Sam paint business on 7270 Plain City Georgesville Road to give them specifics on proper disposal of paint cans and aerosols. The EPA has cited and documented Paintz by Sam’s improper and hazardous disposal practices.

Fire Ishmael reported that the Pleasant Valley Fire Department (PVFD) is forming a new CPR training class. After the PVFD employees are certified, they will offer this new CPR training class to the community.

Zoning Ishmael reported that the Madison County Sheriff’s department has taken away Jeffery Ewart’s driver’s license and car, who lives at 8601 Plain City Georgesville Road. Mr. Ewart was running people off the road at the intersection of Amity Pike and Plain City Georgesville Road, causing serious road hazards. If there are any future problems with Mr. Ewart, residents are to call the Madison County Sheriff immediately.

Ishmael has talked with David Hughes, Madison County Zoning, regarding the LeMasters property in Amity that has an open foundation that needs filled. Also, they sell firewood and have a yard filled with debris that needs cleaned up.

Roads Schrock reported that Canaan Township ditches, guardrails, Big Darby Cemetery and the Township have been sprayed with fertilizers and chemicals. Bud Schrock started mowing with the high speed mower on Monday, May 4. Schrock stated that Bud Schrock requested that he keep the tractor in his shop to sharpen the blades and so that he doesn’t have to pull out onto Rt. 42 with the tractor due to hazardous traffic. Schrock asked Ishmael and Whitmer if this was acceptable to them. Ishmael and Whitmer replied that they approved of storing the tractor in Bud Schrock’s shop. They also stated that Bud doesn’t need to clock in on these days but requested that he continue to record his hours on a timesheet.

Eli Gingerich, Hourly Lead Person, picked up what he thought was the 60-gallon trailer sprayer he ordered at Tractor Supply in London on Friday, May 1. When he got back to the shop and opened the box, he realized that what he picked up was a 40-gallon trailer sprayer and not the 60-gallon trailer spray he ordered. Eli called Tractor Supply and they apologized for the mix up. Tractor Supply will contact Eli when the 60-gallon trailer sprayer comes in.

Schrock reported that the Shekinah Youth Group completed the annual ditch cleanup on Monday, April 27, and Tuesday, April 28. Eli Gingerich and Pete Hammond, Canaan Township employees, filled the berm holes around the Township where needed. They also repaired the driveway on Smith Calhoun Road. Schrock stated that Gingway has not begun repairs on the International snow plow of wearing and rusting due to salt and gravel abrasion.

Schrock talked with the County Commissioners regarding the hazardous flooding on Carters Mill Road and asked what steps need to be taken to get this hazardous situation taken care of. What Schrock found out is that someone needs to start up a petition which forces the Engineer’s office to do something about it. The petition costs \$500 which is used as a startup fee on the project. To get the ball rolling, Schrock recommends that Craig Morelock, a concerned resident, attend the next County Commissioners meeting on Monday, May 11. After much discussion, Whitmer also offered to call Dave Brand, Madison County Engineer, regarding this situation.

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
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Held: May 4, 2015

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Cemetery

Whitmer and Fiscal Officer Schrock met with Elmer and Ruth A. Thomas on April 20, 2015 to sell them a cemetery plot at Big Darby Cemetery. They requested Lot 387 A&B in Section C. However, they would prefer to purchase 2 plots in Lot 48 in Section A if they would be made available. Currently, Section A Lot 48 is an 8-grave plot. Whitmer asked Ishmael and Schrock if they were ok with changing Lot 48 from an 8-grave plot to 6 single plots to make these plots available for sale. Ishmael raised the concern that we make sure that no one is buried in this lot since it is located in Section A, which is the oldest section in the cemetery. After much discussion, Ishmael and Schrock replied "yes" to replotting Lot 48. Whitmer will plot Lot 48 into 6 grave plots and meet with Elmer and Ruth A. Thomas at Big Darby Cemetery so that they can pick out which 2 plots they want in Section A, Lot 48.

Fiscal Officer Schrock received an invoice from Lee Miller Excavating in the amount of \$600 for digging 2 graves at \$300 each. Our approved amount for digging a grave is \$250. Fiscal Officer Schrock will contact Darryl Miller about the invoice and request that he explain why he charged \$300 each instead of \$250 each for digging the graves.

Eli Gingerich stated that Pete Hammond will be on vacation May 19-26 and that Eli will need Bud Schrock to help with mowing the cemetery. Pete will put flags out at the cemetery before he leaves for vacation.

Whitmer and Eli Gingerich will meet with Matt Cochran, Ohio Department of Agriculture, on Friday, May 8, at 1:00 PM for a routine licensing and records inspection.

Building

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

Whitmer and Eli Gingerich will check the metal roof again for possible water leaks from the rains this evening. Ishmael asked Eli to add topsoil to the bare spot in the grass at the Township building.

Miscellaneous

Ishmael requested Fiscal Officer Schrock to contact a representative from Huntington Bank to hear some ideas on reliable, efficient solutions for protecting large deposits via FDIC-insured Money Market Accounts.

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

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

Held: July 6, 2015	6:30 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:	Eli Gingerich, Clarence Maxwell, Craig Morelock

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

Schrock made a motion, seconded by Whitmer, to approve the June 1, 2015, Regularly Scheduled Session Meeting Minutes and the June 12, 2015, Special Meeting to Pay Vendor Meeting Minutes.

Roll Call: Schrock-yes, Whitmer-yes. Original file copies were signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's June 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- June 30, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no outstanding warrants. Whitmer asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded "yes." Schrock made a motion, seconded by Whitmer to approve the June 30, 2015 bank reconciliation. **Roll Call: Schrock-yes, Whitmer-yes**
 - Resolutions:
 - **Resolution 2015-6-2** (See Resolution Book) – To approve to spend no more than \$300 for additional weed killer
 - **Resolution 2015-6-3** (See Resolution Book) – To approve to pay Lee Miller Excavating \$350 per grave prep at Big Darby Cemetery
 - **Resolution 2015-6-4** (See Resolution Book) – To approve to spend no more than \$9,000 to complete new tile flooring at the Township building
 - **Resolution 2015-6-5** (See Resolution Book) – To approve to pay J Miller Excavating \$7,510 to complete cleanup at Big Darby Cemetery
 - **Resolution 2015-7-1** (See Resolution Book) – To approve miscellaneous expenses
- Schrock made a motion, seconded by Whitmer, to approve all Resolutions.
Roll Call: Schrock-yes, Whitmer-yes
- Purchase Orders (74-2015 through 78-2015) 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: Schrock-yes, Whitmer-yes

Fiscal Officer Schrock gathered more information about CDs and emailed the Trustees with the following details on June 3, 2015. Any CD \$100,000 or over is considered a Jumbo CD. The current rate for a 1-Year Jumbo CD is \$0.75%. The current rate for a 2-Year Jumbo CD is 1.00%. Percent interest is compounded throughout the year. There is a 90-day interest penalty for early withdrawal. Richwood Bank calls early withdrawal a forfeit.

Fiscal Officer Schrock reviewed the open items on the June Action Items Register. Fiscal Officer Schrock reported that the Canaan Township Audit for the years ending 2013 and 2014 was completed on June 19, 2015. We should expect to receive a final report in the mid-July timeframe.

Health & Safety

A Healthcare Reimbursement Update conference call was held on June 2, 2015, at 10 AM. Participants on the conference call were Ross Baker and Jeffrey Hansen from Zane Benefits, Prosecuting Attorney Stephen Pronai, Matt DeTemple and Heidi Fought from the Ohio Township Association, President and CEO of Insurance Services & Consultants Evan Rogell, and elected officials of Canaan Township. After the call, Ross Baker emailed Mr. Pronai with integral information that is necessary in the Zane contract to protect the Townships from IRS penalties and language that would satisfy specific legal requirements. We have not received any further direction or information from Mr. Pronai regarding healthcare reimbursement beyond the June healthcare reimbursement.

Fiscal Officer Schrock updated the Township meeting room bulletin board with pamphlets, provided by Mary Ann Webb, Madison County Health Commissioner, on a variety of health issues and concerns: radon testing, disasters and emergencies preparedness, Ohio WIC program, mosquito-borne diseases, tick-borne diseases, booster seats, homeland security, and infectious disease report.

RECORD OF PROCEEDINGS CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO 2014 REGULARLY SCHEDULED SESSION		
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Fire Nothing new to report

Zoning Ishmael is working with Dave Brand, Madison County Engineer, and Prosecuting Attorney Pronai on the necessary paperwork regarding the LeMasters property located at 8355 Plain City Georgesville that has an open foundation that needs filled. David Hughes, Madison County Zoning, will fill the open foundation as long as he has the necessary paperwork and authorization from the land owner, Mr. Nolan.

Roads Schrock reported that we are working on the second round of mowing. We have had 24 consecutive days of rain in June which has impeded mowing the ditches with the flail.

David Brand, Madison County Engineer, provided an estimate of cost for TR-37 Smith Calhoun Road 2.32 miles x 17' to the Trustees for their approval/disapproval. After much discussion, Schrock made a motion, seconded by Whitmer, to spend \$16,000 for the first phase of the Smith Calhoun Road project. **Roll Call: Schrock-yes, Whitmer-yes.** The first phase of the Smith Calhoun Road project includes some leveling with hot mix asphalt prior to chip and seal. Several areas will be treated with the DuraPatcher machine to patch small potholes, add surface material to improve the road profile, and to add strength and flexibility to chronic soft areas prior to chip sealing. There will be no equipment cost or labor charged to the township for this work. Schrock will contact Levin Hutson, Madison County Engineer's Office, to schedule the work.

The second phase of the Smith Calhoun Road project is to chip and seal the road. The second phase of the project will be discussed in December during 2016 budget considerations.

Cemetery Whitmer reported that J Miller Excavating completed clearing the trees and brush along the fence line at Big Darby Cemetery. This cleared area enhances the cemetery's appearance and repairs some areas from erosion. After some discussion, Schrock made a motion, seconded by Ishmael, to spend no more than \$150 on grass seed from Heritage Cooperative to complete this cemetery project. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.**

Now that the clearing of trees and brush project is complete, Whitmer will contact Creamer Drainage to begin installing drainage at Big Darby Cemetery.

Before Trustees consider raising the price of digging graves for residents who live inside and outside of the Township, Whitmer requested Mike Boerger, President of the Madison County Township Association, provide a list of the fees all of the townships in Madison County charge for grave prep. Mr. Boerger will provide this information at the Madison County Township Association meeting in September.

Whitmer sold a cemetery lot to a couple from Hilliard, Ohio, on Friday, June 3, 2015. This couple requested to purchase a Personal Estate Columbaria, a granite memorial product for cremation memorialization. Whitmer brought it to the Trustees attention and requested their input and feedback. Schrock is in favor of this Columbaria and feels that it offers flexibility and beauty to cremation burials. Schrock also suggested that Big Darby Cemetery needs a designated area for cremation burials.

Building Eli Gingerich and Pete Hammond removed a couple of the dead ash trees in the Township lot. Ishmael will contact landscapers in Canaan Township for estimates and suggestions on trees to plant on the Township lot.

FO Schrock brought a couple of porcelain tile samples to the meeting for the new tile flooring project for the township building. Trustees chose the tile for the new flooring. Ishmael will contact Mike Gingerich, Gingerich Home Remodeling, to schedule a time this Fall to install the new tile.

Matheson Valley called to say that they would like to switch out our propane tank because it looks bad and is rusty. The switch out of the propane tank is scheduled for July 14, at 9:30 AM.

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
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Held: July 6, 2015

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Building (contd.) Ishmael purchased a new battery backup for the township office. The County parked their front end loader on our township property. Ishmael contacted Levin Hutson, Madison County Engineer’s Office, to ask them to please move the front end load bucket off of our grass so that it doesn’t kill our grass.

Miscellaneous Craig Morelock attended the meeting to provide the Trustees with pictures of the water hazard on Carters Mill Road and Hayden Run Road. Mr. Morelock, the Canaan Township Trustees, and the Board of County Commissioners of Madison County held their first meeting on June 29, 2015, at 11:00 AM at 7191 Carters Mill Road (just south of Hayden Run Road) to view and assess the area under petition. The next meeting is scheduled for August 3, 2015, at 11:00 AM at the Madison County Commissioner’s Office, Courthouse, London, Ohio. The August 3 meeting will be the first hearing on the petition.

Clarence Maxwell, resident of Canaan Township, attended the meeting to ask the Trustees to consider rezoning the land east of Plain City Georgesville from agricultural to residential. After some discussion, Schrock requested that Mr. Maxwell bring an aerial view of the land and his proposal to the August meeting for further consideration.

Trustees reviewed Notification of Base and Yields for ARC/PLC from Madison-Clark County Farm Service Agency.

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

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

Held: August 3, 2015	6:30 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:	Eli Gingerich, Clarence Maxwell, Craig Morelock, Darrell Walk

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

Whitmer made a motion, seconded by Ishmael, to approve the July 6, 2015, 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 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- July 31, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no 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 July 31, 2015 bank reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
- Resolutions:
 - **Resolution 2015-7-2** (See Resolution Book) – To approve to spend \$16,000 to the Madison County Engineer for the first phase of the Smith Calhoun road project
 - **Resolution 2015-7-3** (See Resolution Book) – To approve to spend no more than \$150 on grass seed to complete the Big Darby Cemetery project
 - **Resolution 2015-8-1** (See Resolution Book) – To approve miscellaneous expenses
 Schrock made a motion, seconded by Whitmer, to approve all Resolutions.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes
- Purchase Orders (79-2015 through 83-2015) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

Fiscal Officer Schrock reported that the Canaan Township Audit for the years ending 2013 and 2014 has been filed by the Ohio Auditor of State. The final report was emailed on August 3, 2015.

Health & Safety

After the Healthcare Reimbursement Update conference held on June 2, 2015, Ross Baker from Zane Benefits emailed Mr. Pronai, Madison County Prosecuting Attorney, his request for integral information that is necessary in the Zane contract to protect the Townships from IRS penalties and language that would satisfy specific legal requirements. Mr. Pronai provided his own specific language to be included in our Zane Benefits contract. His specific language was forwarded to Evan Rogell, President & CEO of Insurance Services and Consultants, to incorporate Mr. Pronai's specific language into our Zane Benefits contract. We are patiently waiting to hear from Mr. Rogell and Mr. Pronai regarding how to proceed with healthcare reimbursement beyond the June healthcare reimbursement.

Ishmael provided a copy of the *Healthcare Reimbursements Summary of AG Opinion* issued June 30, 2015. This paper is informational only and is no substitute for advice from our legal counsel and health insurance benefits experts. This summary is on file in the Canaan Township office.

After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$2,000 on an Automated External Defibrillator (AED) through Physio-Control, Inc. An AED is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest. The AED will be placed in the Canaan Township meeting room to be utilized by all people who enter the facility. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** We plan to apply the \$500 OTARMA MORE Grant towards the purchase of the AED.

Fire

Ishmael reported that PVFD Chief Kidd is very concerned with filling part-time positions. Fewer students are enrolling in the Tolles Career & Technical Center firefighting program. They fear students are not interested in part-time positions after graduation. A part-time employee is retiring from the PVFD after 25 years of service. Fire runs are up from last year.

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CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
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Zoning

Ishmael reported that David Hughes, Madison County Zoning, has issued certified letters to Mr. Nolan, owner of property located at 8355 Plain City Georgesville, regarding an open foundation that needs filled. Mr. Hughes is now waiting on Madison County Engineer for approval to fill the foundation.

The Johnson residents at 7147 M.V. High Road are complaining about the swell the Madison County Engineers built that runs from west to east on their property. With the rains we experienced this Spring and Summer, the water has backed up to their patio. Ishmael has informed Levin Hutson, Madison County Highway Superintendent, regarding this matter.

Following up on two businesses located at 8005 Lafayette-Plain City Road, Ishmael reported that the E&R Tire business still has a stack of tires which is in violation of the Madison County Health Department and the Fire Punk business continues to blow black smoke from the building. The Ohio EPA visited the Fire Punk business and reported that they do not have jurisdiction in this matter but that it is a Federal violation.

Roads

Schrock reported that we have begun Round 3 of mowing. The flashers on both tractors are not working. JD Equipment is aware of the problem and is working on fixing the flashers. This repair is under warranty.

Schrock reported that the flail mower needs repaired. After some discussion, Ishmael made a motion, seconded by Whitmer, to spend no more than \$425 to repair the flail mower.

Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes. Eli Gingerich, Lead Hourly Employee, will check around for parts and pricing. Schrock will look at the mower to see if the flail mower has been adequately greased on a regular basis.

Eli Gingerich stated that we need Chemical Application signs made to place at Big Darby Cemetery and the Township building after chemicals have been sprayed. Whitmer will take care of having these signs made.

Gingerich checked on the dollar amount to purchase vests to be used during the annual road side cleanup in the Spring. The vests range from \$10 to \$12 each.

Schrock reported that construction on West Avenue and US Highway 42 will begin in September. The County completed the chip and tar project on Price-Hilliards in July.

Cemetery

We invited Darrell Walk, resident of Canaan Township on Price-Hilliards Road, to attend our meeting to thank him for all of his efforts, time, and plant materials in planting his perennials at Big Darby Cemetery around the flag pole and in the three flower beds at the Township building. Mr. Walk is an expert and a perfectionist when it comes to rejuvenating and propagating plant materials. We truly appreciated his efforts and hope that he will continue to share his knowledge with us in taking care of our plant materials.

Whitmer contacted Creamer Drainage to begin installing drainage at Big Darby Cemetery. Creamer Drainage informed Whitmer that they are behind in their work because of all the rains. Creamer Drainage could not commit to a specific date to begin installing drainage at Big Darby Cemetery.

Building

Schrock suggested that we refund the \$50 rental fee for the 50th wedding anniversary celebration for Bill and Elaine Wilcox. Schrock's reasons for suggesting the refund is that Elaine Wilcox has been a Fiscal Officer in this community for over 20 years and is a neighboring township. After some discussion, we determined that we are not able to refund the money but that we could offer their family a free rental in the future.

Ishmael contacted Mike Gingerich, Gingerich Home Remodeling, to schedule a time this Fall to install the new tile. Mike Gingerich is looking at late August to do the installation of new tile.

FO Schrock reported that Matheson Valley did not complete the switch out of the propane tank because the tank was ¾ full. The switch out of the Matheson Valley propane tank has been rescheduled for Friday, August 21.

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Building (contd.) FO Schrock reported that the security monitor in the Township office needs rebooted frequently. It does not receive a signal from the DVR. When FO Schrock informed Ishmael of this matter, Ishmael suggested that we look into the purchase of a new DVR and to get quotes for a new DVR. FO Schrock obtained two quotes from Stewart’s Security Service, the company who installed our security cameras, DVR and monitor in 2010. The two quotes were for a 4-Channel DVR and for an 8-Channel DVR. Ishmael also contacted AlarmSource for quotes for a 4-Channel and an 8-Channel DVR. After some discussion, it was determined that we should investigate the option of installing a security system at the Township building. FO Schrock will contact Stewart’s Security Service and Ishmael will contact AlarmSource to request site visits to give us quotes to install a security system at the township building.

Miscellaneous Canaan Township resident Craig Morelock attended the meeting to provide the Trustees with an update on the first hearing on the Carters Mill Road and Hayden Run Road Ditch petition. The next meeting is scheduled for Monday, September 21, 2015, at 11:00 AM at the Madison County Commissioner’s Office, Courthouse, London, Ohio.

Clarence Maxwell, resident of Canaan Township, attended the meeting and brought an aerial view of his land as well as his proposal to rezone the land east of Plain City Georgesville from agricultural to residential. Trustees explained that if we approve this rezoning, we set a precedent. Trustee Ishmael, Zoning Chairman, is not interested in setting a precedent. Once any exception is made, it is hard to defend against other zoning requests. Whitmer expressed that Mr. Maxwell’s request is reasonable and that he will address Mr. Maxwell’s request with our Madison County Prosecutor Stephen Pronai.

Ishmael moved that the meeting be adjourned and Schrock seconded. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Tuesday, September 8, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

Held: September 8, 2015	6:30 to 8:30 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:	Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Tom Bichsel, Jim McLain, Evan Rogell,

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

Whitmer made a motion, seconded by Schrock, to approve the August 3, 2015, Regularly Scheduled Session Meeting Minutes. **Roll Call: Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer's August 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- August 31, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no outstanding warrants. Schrock 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 August 31, 2015 bank reconciliation. **Roll Call: Schrock-yes, Whitmer-yes**
- Resolutions:
 - **Resolution 2015-8-2** (See Resolution Book) – To approve to spend no more than \$2,000 on an Automated External Defibrillator through Physio-Control, Inc.
 - **Resolution 2015-8-3** (See Resolution Book) – To approve to spend no more than \$425 to repair the flail mower
 - **Resolution 2015-9-1** (See Resolution Book) – To approve miscellaneous expenses
 Whitmer made a motion, seconded by Schrock, to approve all Resolutions.
Roll Call: Schrock-yes, Whitmer-yes
- Purchase Orders (84-2015 through 89-2015) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.
Roll Call: Schrock-yes, Whitmer-yes

Fiscal Officer Schrock reminded the Trustees of the following scheduled meetings:

- Madison County Township Association meeting on Monday, September 14, at 7:30 PM at the County Engineer's office
- Carters Mill Road Ditch Petition hearing on Monday, September 21, at 11 AM at the Madison County Commissioner's Office, Courthouse, London
- US-42 Access Management Plan – Draft Report Open House Public Involvement Meeting on Tuesday, September 22, from 5 to 7 PM at the Jerome Township Meeting Hall

Health & Safety

Evan Rogell, President & CEO of Insurance Services and Consultants, attended the meeting to reiterate the fact that ZaneHealth is a group health plan which qualifies for all of the provisions under the Affordable Care Act. Whitmer shared that he met with Stephen Pronai, Madison County Prosecuting Attorney a couple of weeks ago to talk about Canaan Township using ZaneHealth as our group health plan. Mr. Pronai told Whitmer that while he cannot endorse using ZaneHealth, he sees nothing negative with using ZaneHealth as our group health plan. After some discussion, Whitmer made a motion, seconded by Schrock, to move forward with using our Healthcare Reimbursement Plan Document with ZaneHealth as Canaan Township's group health plan. **Roll Call: Schrock-yes, Whitmer-yes**

In December 2014, the Trustees made a resolution (Resolution No. 2014-12-7) to adopt the IRS 105 Plan for our group health plan with ZaneHealth for tax-free healthcare reimbursements for 2015. FO Schrock contacted ZaneHealth on January 2, 2015, to sign up Canaan Township of Madison County with Zane Health as our group health plan. ZaneHealth allows employers to offer employees tax-free reimbursement of individual health insurance premiums. This is done by complying with the various applicable Affordable Care Act (ACA) rules and regulations.

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Health & Safety ZaneHealth’s Plan Design Wizard creates custom Plan Documents based on the company’s plan design. ZaneHealth’s Plan Design Wizard saves companies the time, hassle, and significant expenses needed to find and retain an ERISA-specialized attorney to draft customized Plan Documents. ZaneHealth reviews all reimbursement requests and ensures compliance with IRS documentation rules.

ZaneHealth is designed to comply with ERISA. To comply, ZaneHealth reviews all reimbursement requests so the employer is not in regular contact with Protected Health Information. ZaneHealth has been designed to comply with all applicable IRS statutes and regulations, and offers Audit Assurance to all enrolled clients. ZaneHealth enrolled clients can be confident, by adhering to proper plan procedures, that their Section 105 self-insured medical reimbursement Plan meets the requirements of the Internal Revenue Code.

Then, at the Madison County Township Meeting on January 13, 2015, Mike Boerger, President of the Madison County Township Association, and Stephen Pronai, Madison County Prosecuting Attorney, informed all of the townships that as of November 2014, the Department of Labor clarified that any employer reimbursement plan, other than the limited exceptions previously noted, were in violation of the market reforms, whether treated as pre-tax or post-tax to the employee. Thus, maintaining these plans as a taxable benefit also exposes the employer to the prohibitive \$100 per day per employee penalty. We were advised to discontinue healthcare reimbursements altogether.

On Friday, May 1, 2015, FO Schrock received a phone call from Mr. Pronai informing us that the attorney general has issued an opinion that the township may reimburse insurance premiums for township officials through June 2015, and he suggested that we do so. Upon approval and direction from Mr. Pronai, FO Schrock issued healthcare reimbursements on May 4, 2015 to Trustees and Fiscal Officer for January through April 2015. On June 1, 2015, FO Schrock issued health care reimbursements to Trustees and Fiscal Officer for the month of May 2015. On July 6, 2015, FO Schrock issued health care reimbursements to Trustees and Fiscal Officer for the month of June 2015.

After 9 months of discussing and seeking legal counsel regarding the healthcare reimbursement issue with Mr. Pronai, Zane Benefits representatives, Evan Rogell, representatives from the Auditor of State and reading the Attorney General’s Opinion on the subject, Whitmer and Schrock are comfortable going forward with ZaneHealth as Canaan Township’s group health plan.

On August 28, 2015, all Madison County Township Trustees received a letter from Mr. Pronai stating that to give the fiscal officer some protection he will meet with the fiscal officers and review the insurance plan that the Trustees want to use. If it meets the options outlined in the Attorney General’s opinion, Mr. Pronai will write a letter of approval. FO Schrock will contact Mr. Pronai to set up a meeting with Mr. Pronai, Evan Rogell, Whitmer and FO Schrock to review Canaan Township Trustees’ ZaneHealth group health plan.

FO Schrock will work with ZaneHealth and Evan Rogell to submit healthcare reimbursements for January through September 2015. FO Schrock will also inquire and work on how to retrieve taxes taken out of the May 4 (January through April), June 1 (May), and July 6 (June) healthcare reimbursement checks.

Schrock will contact Mike Boerger to see if it would be okay to ask Evan Rogell to attend the September 14 Madison County Township Association to be available to offer information on ZaneHealth and to answer any possible questions.

Fire Nothing to report.

Zoning Nothing to report.

Roads Schrock reported that we have begun Round 4 of mowing on the west side for the Shekinah Festival on Saturday, September 12.

Roads (Contd.) Schrock contacted Dan Moran, owner of One Source Lawn Care, LLC, to request a quote for cleaning up the guardrails, trimming all brush and debris, on Price Hilliards and also Amity Pike. Mr. Moran provided the following proposal to Schrock for the work to be performed: Price Hilliard Location: \$375.00 and Amity Pike location: \$600.00. After some discussion, Whitmer made a motion, seconded by Schrock, to spend no more than \$1,000 for One Source Lawn Care to perform the above mentioned work. **Roll Call: Schrock-yes, Whitmer-yes.** Schrock will contact Mr. Moran to schedule the work.

Cemetery Whitmer will contact Creamer Drainage to begin installing drainage at Big Darby Cemetery.

Building FO Schrock spoke with Mike Gingerich, Gingerich Home Remodeling, regarding grout for the new tile. Mr. Gingerich recommended purchasing never seal premixed grout from Floor & Décor. FO Schrock reported that she visited Floor & Décor at Mill Run in Hilliard to obtain grout samples. Mike Gingerich plans to install the new tile beginning September 21 through the month of October. FO Schrock will not reserve the Township building during this timeframe.

FO Schrock reported that Matheson Valley did complete the switch out of the propane tank on Friday, August 21.

FO Schrock contacted Stewart’s Security Service to request a site visit to give us quotes to install an intrusion alarm system in the township building. Marc Corsi, Design Engineer from Stewart’s Security Service, came to the township building on Tuesday, August 11, to meet with Ishmael, Whitmer and FO Schrock to discuss our needs and options for an intrusion alarm system. Mr. Corsi emailed the Stewart’s Security Service proposal on August 17.

Miscellaneous Tom Bichsel and Jim McLain, Jonathan Alder Soccer Association, attended the meeting to make the Trustees aware that Mike Palmer from Dutch Corporation (owners of Der Dutchman and Dutch Kitchen properties) has informed them that the Dutch Corp is trying to sell the Dutch Kitchen property as well as the 38 acres adjacent to Dutch Kitchen, where the JA Soccer Association teams play soccer. These 38 acres are zoned agriculture. Mr. Bichsel and Mr. McLain expressed that they have a 3-year lease with Dutch Corp for 14 acres of soccer fields and their concern that they will need to find new land in the surrounding area to continue with soccer. Trustees offered their empathy in this situation, however, told Mr. Bichsel and Mr. McLain that there is nothing they can do since this situation is between the Jonathan Alder Soccer Association and Dutch Corporation.

FO Schrock drafted a Canaan Township newsletter named *Communique* for the Trustees to review and discuss. FO Schrock included information such as Canaan Township of Madison County Fun Facts, Duties and Responsibilities of Trustees and Fiscal Officer, Employee Spotlight, and Community Calendar in the newsletter. Trustees discussed how often the newsletter would be published, who would receive it, how would it be printed and distributed, who would write articles, and how would it be funded. After some discussion, Whitmer suggested that we could hand it out during the November 3 election as long as it is okay with the Madison County Board of Elections. FO Schrock will contact the Madison County Board of Elections to see if it would be okay to hand out the newsletter during the November election. FO Schrock will also visit Bindery & Specialties in Plain City to inquire about the cost of printing a 4-page newsletter printed back to back on 11 x 17 paper.

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

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

Held: October 5, 2015	6:30 to 10:00 PM	Page 1 of 4
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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:	Lynnette Bichsel, Tom Bichsel, Eli Gingerich, Teri Hamlin, Andy Kellett, Mark Kidd, Jonathan Miller, Chris Moore, Elvin Pinckney, Chad Troyer, Connie Troyer, Mary Ann Webb

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

Whitmer made a motion, seconded by Schrock, to approve the September 8, 2015, 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 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- September 30, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no 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 September 30, 2015 bank reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
- Resolutions:
 - **Resolution 2015-9-2** (See Resolution Book) – To approve to move forward with using ZaneHealth as Canaan Township’s group health plan
 - **Resolution 2015-9-3** (See Resolution Book) – To approve to spend no more than \$1,000 to have One Source Lawn Care, LLC, clean up guardrails on Price Hilliards and Amity Pike
 - **Resolution 2015-10-1** (See Resolution Book) – To approve miscellaneous expenses
Whitmer made a motion, seconded by Schrock, to approve all Resolutions.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes
- Purchase Orders (90-2015 through 103-2015) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

After some discussion, Ishmael made a motion, seconded by Whitmer, to permanently increase our Richwood Bank–MasterCard limit from \$1,000 to \$2,500. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock will take meeting minutes to Richwood Bank to have them increase our Richwood Bank-MasterCard credit limit.

Fiscal Officer Schrock informed the Trustees that we received \$500 from OTARMA for participation in the 2015 OTARMA MORE Grant Program. Fiscal Officer Schrock also informed the Trustees that she submitted 11 scenic photos of Canaan Township to OTARMA for consideration in the 2016 OTARMA Calendar.

Whitmer and Fiscal Officer Schrock sold a cemetery grave plot at Big Darby Cemetery to Danny R. and Teresa A. Seagraves on September 21. Fiscal Officer Schrock prepared the cemetery deed for the Trustees to sign.

Fiscal Officer Schrock reminded the Trustees of the following scheduled meetings:

- Madison County Township Association meeting on Monday, November 9, at 7:30 PM at the County Engineer’s office
- Ohio Township Association Annual Winter Conference & Trade Show – January 27-30, 2016. Registration opens November 1. Ishmael stated that he does not plan to attend the 2016 OTA winter conference.

Fiscal Officer Schrock reviewed the September action items and updated the actions taken.

Health & Safety On September 28, 2015, Whitmer, Fiscal Officer Schrock, and Evan Rogell, President and CEO of Insurance Services & Consultants, met with Madison County Prosecuting Attorney Stephen Pronai. The purpose of the meeting was to review Canaan Township’s ZaneHealth group health plan that the Trustees plan to use going forward. After much discussion and review of the ZaneHealth group health plan, Mr. Pronai is confident that Canaan Township will be in compliance with federal law. Mr. Pronai will issue a letter to Fiscal Officer Schrock stating his approval of engaging ZaneHealth to help with our health insurance reimbursement.

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Health & Safety

Mr. Pronai will also issue a letter to Mr. Rogell to support his approval for Mr. Rogell to share Zane Benefits with all of the Madison County Townships so that they are compliant with federal law.

After giving considerable thought on trying to retrieve taxes on our healthcare reimbursements issued in May, June and July (for January through June 2015), and after talking with UAN, Local Government Services, and Evan Rogell, Fiscal Officer Schrock believes the best thing to do is to leave our January through June healthcare reimbursements as is as was directed by Mr. Pronai and not try to get the taxes back. She also believes we need to implement our ZaneHealth group health plan going forward beginning in July through December of 2015. Fiscal Officer Schrock will contact Mr. Pronai about dates of using ZaneHealth.

Fiscal Officer Schrock worked with ZaneHealth to submit claims for reimbursement. Fiscal Officer Schrock issued checks to reimburse July through September 2015 health insurance premiums through ZaneHealth at this meeting.

Mary Ann Webb, Madison County Health Commissioner, dropped off several "Renew" Public Health Levy yard signs for anyone to take. Schrock mentioned that the Madison County Health District's main concern is for everyone to get a flu shot.

Fire

Pleasant Valley Joint Fire District (PVJFD) Chief Mark Kidd attended the meeting to demonstrate the new Automated External Defibrillator (AED) that was purchased for the Canaan Township meeting room area. The AED is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest (SCA). SCA is a condition in which the heart suddenly and unexpectedly stops beating.

Ishmael reported that the PVJFD held an emergency session to discuss paying off the PVJFD loan. They can save \$100,000 in interest by paying off the loan this December. Final payment is due December 1, 2015.

Zoning

Ishmael reported that David Hughes, Madison County Zoning, has issued certified letters to Mr. Nolan, owner of property, and LeMaster resident located at 8355 Plain City Georgesville, regarding filling an open foundation and to pick up the firewood. They have until October 23 to fix the problem. If the problem is not fixed by that date, they will go to court.

Ishmael reported tall grasses blocking line of sight at 8585 Plain City Georgesville Road, which is a county road. Madison County Engineer's office says this is out of their jurisdiction. Ishmael will draft a letter to Mr. Pronai to inquire who is responsible for removing the tall grasses.

Ishmael reported that Jeff Eward, a resident on the corner of Amity Pike and Plain City Georgesville Road, cut down a tree and left a limb dangerously hanging over the road. The Madison County Engineer's office has removed the limb. This resident is a danger to himself and to others. The Madison County Sheriff has been called multiple times. Franklin County is building a case and has filed reports against this resident. If anyone experiences problems with this resident, they are urged to contact the Madison County Sheriff's office to file a formal complaint.

Roads

Elvin Pinckney and Jonathan Miller, ODOT Burton Planning Services Consultants for the US 42 Access Management Study, attended the meeting to review results of the study. The intent of the Access Management Plan is to provide a guide for both state and local agencies along with local property owners, businesses, and developers to make informed decisions as development occurs or land use changes along the corridor. The goals of the study effort are:

1. To improve public safety
2. To improve the driving experience by increasing mobility and decreasing delay
3. To provide necessary and safe access to property
4. To minimize costs by making more efficient use of the roadway

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Roads (Contd.)

Pinckney and Miller brought exhibits to the meeting to illustrate safety and traffic issues along the corridor as well as requesting additional recommendations on how the US-42 corridor in Union, Madison, and Delaware counties is shaped. For the complete study, please visit: <http://www.dot.state.oh.us/districts/D06/projects/Pages/US-42-Access-Management.aspx>

Schrock reported that One Source Lawn Care cleaned the guardrails at Price Hilliards and Amity Pike locations. Schrock stated that we are getting the snow plows ready for snow fall. He is looking to hire persons with CDL licenses for seasonal help with snow plowing.

Eli Gingerich, Canaan Township Lead Hourly Employee, reported that all road spraying is complete. Final round of mowing for Canaan Township is scheduled for latter part of October. Schrock will have quote to purchase new tractors before our December Budget meeting.

Gingerich requested to purchase fertilizer and chemicals for ditches, cemetery and township lawn. After some discussion, Whitmer made a motion, seconded by Ishmael, to spend no more than \$2,000 for fertilizer and chemicals. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Eli and Pete Hammond, Canaan Township employee, will complete spraying chemicals at the township and cemetery this week.

Gingerich stated that we need to purchase 50 more reflectors to put up around Canaan Township before we begin plowing snow. Schrock made a motion, seconded by Whitmer, to spend no more than \$200 to purchase 50 reflectors. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Gingerich is on vacation October 15-18 and Pete Hammond is on vacation October 24-31.

Ishmael raised some concern for cold patch erosion at the Lapp residence at 6900 Plain City Georgesville Road. Schrock will assess the issue and determine any necessary actions.

Cemetery

Whitmer spoke with Creamer Farm Drainage regarding beginning drainage at Big Darby Cemetery. Steve Creamer recommends the first step is to perform the necessary topography of Big Darby Cemetery prior to drainage installation.

Whitmer shared that an area at Big Darby Cemetery has grubs. Whitmer recommends killing the grubs next June during the fertilizer application.

Whitmer addressed the need to increase our cemetery rates due to increased costs in the preparation of funerals at Big Darby Cemetery. After some discussion, Whitmer will review the cemetery rates from all of the Madison County Townships and will bring recommendations to increase prices at the November meeting.

Building

Mike Gingerich, Gingerich Home Remodeling, has completed laying new tile flooring and walls in both bathrooms. Mike Gingerich plans to begin removing the tile flooring in the kitchenette this Friday. Fiscal Officer Schrock brought paint samples for painting the walls in the bathrooms, kitchenette, foyer, and meeting room area. Fiscal Officer Schrock will get pricing for paint and bring to the November meeting.

Matheson Valley completed the switch out of the propane tank on Friday, August 21. Eli Gingerich reported that the gauge on the new tank is not working correctly. Fiscal Officer Schrock will contact Matheson Valley to schedule a technician to come out and look at the gauge to determine if the gauge can be fixed or if we need a new tank.

Ishmael received a contract with Matheson Valley for propane lock-in program effective August 10, 2015 through March 31, 2016. After some discussion, Ishmael made a motion, seconded by Schrock, to accept Matheson Valley lock-in gallons contract for 1,500 gallons at \$1.299 per gallon. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Building (contd.) Ace Seal Coating dropped off an estimate for seal coat, hot crack fill, and line painting at the township parking lot for \$2,130. After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$50 for sealer to seal the township parking lot.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes. Eli Gingerich and Pete Hammond will seal the parking lot.

Ishmael asked Eli Gingerich to add dirt on the corner of the township building flower bed where water collects because of the downspouts.

After some discussion, Ishmael made a motion, seconded by Schrock, to purchase an 8-channel DVR for \$715.00 from AlarmSource to replace the existing DVR in the township office. Installation and initial training is included in the price. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Ishmael will contact AlarmSource to schedule the install.

After reviewing and discussing the Darby Creek Nursery & Landscaping proposal for tree planting, Ishmael made a motion, seconded by Schrock, to spend no more than \$500 to purchase two 2" caliper trees, installation, and mulch to plant on the Township lawn.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes. As the biggest plants on the planet, trees give us oxygen, store carbon, stabilize the soil and give life to the world's wildlife. They also provide us with the materials for tools and shelter.

The bay area needs a new microwave to replace the existing one that no longer works. Ishmael made a motion, seconded by Whitmer, to spend no more than \$100 to purchase a new microwave for the township bay area.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

Miscellaneous Tom Bichsel and representatives from the Jonathan Alder Soccer Association (JASA) attended the meeting to inform the Trustees that during the week of September 13, the Dutch Corporation sold the soccer fields to an entity who will then lease the fields to Ohio Premier, a select soccer club organization. They will control the fields that JASA developed and have primary use of the complex while JASA would have to negotiate times to use the fields.

Whitmer and Ishmael stated that the land is currently zoned "conditional use" to play soccer. If buildings are added or a parking lot built on the property, it will require a new permit.

The JASA is committed to continuing to provide the community with a youth soccer program that is affordable and one that they can be proud of. To facilitate this effort, they have established a JASA Field Fund. The funds donated will be used to purchase and/or develop land into soccer fields.

Fiscal Officer Schrock brought 11x17 4-color samples of the printed Canaan Township newsletter for the Trustees to review. Fiscal Officer presented visited Bindery & Specialties in Plain City and also FedEx Kinkos to obtain pricing to print newsletters in 1-color and also 4-color printing in 5 different quantities. Due to the costs of printing and mailing the newsletters, Trustees recommended putting the information included in the newsletter on our Canaan Township website. Fiscal Officer Schrock will add informational news items to our Canaan Township website when appropriate.

Ishmael moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session was rescheduled for Wednesday, November 4, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

Held: November 4, 2015	6:30 to 8:00 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:	Don Schrock, Don Whitmer
	Fiscal Officer:	Kimberlie Schrock
	Visitors:	Eli Gingerich, Chuck Reed

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

Whitmer made a motion, seconded by Schrock, to approve the October 5, 2015, Regularly Scheduled Session Meeting Minutes. **Roll Call: Schrock-yes, Whitmer-yes.** Original file copy was signed by all.

Administrative

The Trustees reviewed the Fiscal Officer’s October 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- October 31, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no outstanding warrants. Schrock 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 October 31, 2015 bank reconciliation. **Roll Call: Schrock-yes, Whitmer-yes**
 - Resolutions:
 - **Resolution 2015-10-2** (See Resolution Book) – To approve to permanently increase our Richwood MasterCard credit limit
 - **Resolution 2015-10-3** (See Resolution Book) – To approve to spend no more than \$2,000 for fertilizer and chemicals for ditches, cemetery, and township lawn
 - **Resolution 2015-10-4** (See Resolution Book) – To approve to spend no more than \$200 to purchase 50 reflectors
 - **Resolution 2015-10-5** (See Resolution Book) – To approve to sign contract with Matheson Valley for 1,500 gallons of propane at \$1.299 per gallon
 - **Resolution 2015-10-6** (See Resolution Book) – To approve to spend \$715 from AlarmSource for a new 8-channel DVR for the township office
 - **Resolution 2015-10-7** (See Resolution Book) – To approve to spend no more than \$500 to purchase two 2” caliper trees, including installation and mulch from Darby Creek Nursery
 - **Resolution 2015-10-8** (See Resolution Book) – To approve to spend no more than \$100 to purchase a new microwave for township bay area
 - **Resolution 2015-10-9** (See Resolution Book) – To approve to spend no more than \$50 to purchase sealer to seal township parking lot
 - **Resolution 2015-11-1** (See Resolution Book) – To approve miscellaneous expenses
- Whitmer made a motion, seconded by Schrock, to approve all Resolutions.
Roll Call: Schrock-yes, Whitmer-yes
- Purchase Orders (104-2015 through 109-2015) and checks to cover payroll and non-payroll obligations. Whitmer made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.
Roll Call: Schrock-yes, Whitmer-yes

Fiscal Officer Schrock shared copies and reviewed 2016 Compensation Charts provided in the November 2015 issue of the Grassroot Clippings newsletter. The increase for 2016, per House Bill 64 (131st General Assembly) is 5 percent. The last increase was in 2008. Per Ohio Revised Code 505.24 and 507.09, township trustee and fiscal officer salaries are based on the annual budget of the township. Only those township officials elected or appointed after September 29, 2015 are entitled to the increase in 2016, as current officials are not eligible for midterm increases pursuant to the Ohio Constitution.

Fiscal Officer Schrock is registered to attend the 2015 UAN Year-End Update on December 2, 2015 at the Fawcett Center in Columbus.

Fiscal Officer Schrock reminded the Trustees of the following scheduled meetings:

- Madison County Township Association meeting on Monday, November 9, at 7:30 PM at the County Engineer’s office
- Ohio Township Association Annual Winter Conference & Trade Show – January 27-30, 2016. Registration opens November 1. Ishmael stated that he does not plan to attend the 2016 OTA winter conference. Fiscal Officer will check into the next offering of Records Training.

Fiscal Officer Schrock reviewed the October action items and updated the actions taken.

RECORD OF PROCEEDINGS		
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
2014 REGULARLY SCHEDULED SESSION		
Held: November 4, 2015	6:30 to 8:00 PM	Page 2 of 3

- Health & Safety** Schrock reported that Mary Ann Webb, Madison County Health Commissioner, was very pleased with the wins of the November 3rd general election.
- Fiscal Officer Schrock stated that her health insurance premium reimbursements were partial reimbursements. After reviewing reimbursements with Zane Benefits, Zane Benefits strongly advised Fiscal Officer Schrock to reimburse for the full amount. After reviewing the details, Whitmer made a motion, seconded by Schrock, to reimburse Fiscal Officer Schrock in the amount of \$721.08 to pay the difference of the full amounts from the partial amounts on her health insurance premiums from July through October 2015. **Roll Call: Schrock-yes, Whitmer-yes**
- Fire** Ishmael was not present at the meeting but provided the following update by email prior to the meeting:
- No news of sustenance
 - Toni Stevens, Pleasant Valley Joint Fire District Fiscal Officer, is out of the office to care for her husband going through cancer treatment. Passed resolution to allow her assistant to complete additional work not already agreed to while Toni’s time in the office is limited.
 - Ishmael received an email from Chief Kidd saying that it looks like the firehouse health insurance will increase 12 percent next year.
- Zoning** Ishmael was not present at the meeting but provided the following update by email prior to the meeting:
- Fire Punk Diesel – Dave Hughes sent business and property owner notice regarding after hours work and zoning ruling, notifying them that work after 6 PM is not allowed, and that they agreed to install either privacy fence or trees to separate and block from residence to the north. Fire Punk did contact Mr. Hughes and agreed to install something.
 - Property at 7080 Price Hilliards is prepping for a building at south/east side of property. This is a permitted building.
 - The house at 8435 Plain City Georgesville Rd, owned by Denise Haywood, was being added on to, foundation built, then disassembled the house and putting in complete new foundation. This work is permitted.
 - Lemaster property, open foundation and Noland property, firewood business/nuisance, both in Amity, have not responded to multiple certified letters and Mr. Hughes will proceed to prosecute.
 - Levin Hutson, Madison County Highways Superintendent, stopped by this resident’s home and spoke to them about their tall grasses blocking the line of sight at the corner of Plain City Georgesville and Amity. Residents have agreed to cut them down and install smaller plants or move the bed back away from the road next year.
- Roads** Schrock gathered information and pricing on Whelen hazardous lighting to be placed on back of pickup truck to increase safety while mowing ditches on hazardous roads. More discussion on this topic will be covered at the December meeting. Schrock is gathering information on pricing for new tractors for 2016.
- Schrock reported that the center indicator paint lines were painted on Price Hilliards on Tuesday. Schrock is not pleased with the quality of work performed.
- Schrock recommends that we complete forms for tax exempt status to purchase fuel (gas and diesel) at Mike’s Pit Stop in Plain City. Purchasing gas in Plain City would save time and miles when performing work on our township roads. Fiscal Officer Schrock will work with Schrock to complete the forms.
- Eli Gingerich, Hourly Lead Employee, reported that spraying and ditch mowing is complete. The International Truck is ready for plowing snow. One of the tractors is stored in Eli’s barn for the winter. Pete Hammond, hourly employee, will mow the township lot this week.
- Fiscal Officer Schrock has submitted an invoice to the Madison County Engineer’s Office for mowing 4 cycles of 41.44 miles of Madison County roads located within Canaan Township in 2015.

Cemetery

Nicholas Adkins, Assistant Madison County Prosecuting Attorney, prepared a proposed resolution addressing indigent burials and suggests that all townships adopt the Indigent Burial Policy. The language of the policy has been catered to reflect the interests of the townships of Madison County. Discussion on this new policy has been deferred to the December meeting when all Trustees are present.

Whitmer addressed the need to increase our cemetery rates due to increased costs in the preparation of funerals at Big Darby Cemetery. Whitmer recommends that discussion on new cemetery rates be deferred to the December meeting when all Trustees are present.

Whitmer spoke with Creamer Farm Drainage regarding beginning drainage at Big Darby Cemetery. Steve Creamer recommends the first step is to perform the necessary topography of Big Darby Cemetery prior to drainage installation.

Chuck Reed, resident of Canaan Township, attended the meeting to inquire about the Lee and Ruth Campbell cemetery lots at Big Darby Cemetery. Fiscal Officer Schrock searched the database and reported that Campbell's purchased two grave plots in 1971. Chuck and his wife, Chris, are interested in purchasing a grave lot at Big Darby Cemetery. They will need to schedule time with Whitmer to visit the cemetery to pick out a grave lot.

Building

Mike Gingerich, Gingerich Home Remodeling, has completed laying new tile flooring and walls in both bathrooms and kitchenette. Mike Gingerich plans to begin work on the foyer the first week in December. Painting has begun. Eli and Pete need to install the door to the kitchenette.

The gauge on the new Matheson Valley propane tank was not working correctly. Fiscal Officer Schrock called to report the problem and schedule a technician to correct the problem. Matheson repaired the gauge on the new propane tank on October 29.

AlarmSource installed the new 8-channel DVR on Saturday, October 24, in the township office. Eli Gingerich needs to thread the new internet cable into the wall. Whitmer made a motion, seconded by Schrock, to make obsolete the old DVR. **Roll Call: Schrock-yes, Whitmer-yes**

We received a request from Kristin Tillyer, leader of Girl Scout Troop 260, to use the Canaan Township meeting for their Girl Scout meetings. After some discussion, Whitmer made a motion, seconded by Schrock, to let Girl Scout Troop 260 use the Canaan Township meeting room for their Girl Scout meetings at no cost. **Roll Call: Schrock-yes, Whitmer-yes**

Ishmael was not present at the meeting but provided the following update by email prior to the meeting:

- Contacted Darby Creek to have the 2 trees installed as agreed last meeting. Jeff Turnball from Darby Creek has been to the property and has picked tree variety – a maple and a pear. Both on the south side of parking lot. I need Eli to mark where the septic and essential underground obstacles as to not dig into them.
- Alarm System – will forward new quote to match the Stewart quote. It will be considerable lower. Please consider pass resolution to pay for this work. I will request and forward if I receive before meeting. **NOTE: We did not receive new quote for alarm system prior to the meeting.**

Schrock moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Schrock-yes, Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is scheduled for Monday, December 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: October 5, 2015

6:30 to 10:00 PM

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RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

2015 REGULARLY SCHEDULED SESSION

Held: December 7, 2015	6:30 to 9:00 PM	Page 1 of 4
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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, Whitmer-yes**

Whitmer made a motion, seconded by Schrock, to approve the November 4, 2015, 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 November 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- November 30, 2015, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we had no 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 November 30, 2015 bank reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
- Resolutions:
 - **Resolution 2015-11-2** (See Resolution Book) – To approve to reimburse FO Schrock for partial health insurance premiums
NOTE: Ishmael made a motion, seconded by Schrock, to rescind Resolution 2015-11-2 based on Township policy. Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes
 - **Resolution 2015-11-3** (See Resolution Book) – To approve to make obsolete the old DVR in the township office
 - **Resolution 2015-11-4** (See Resolution Book) – To approve to allow Girl Scout Troop 260 to use the Canaan Township building for their meetings at no cost.
 - **Resolution 2015-12-1** (See Resolution Book) – To approve miscellaneous expenses
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes
- Purchase Orders (110-2015 through 113-2015) and checks to cover payroll and non-payroll obligations. Ishmael made a motion, seconded by Schrock, to approve payroll and non-payroll obligations.
Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes

Fiscal Officer Schrock shared copies of Madison County Prosecuting Attorney Stephen Pronai's letter dated December 1, 2015, concerning the 2016 Compensation pay increase. House Bill 64 (131st General Assembly) gives elected officials a raise in 2016. However, the Ohio Constitution prohibits midterm increases. Only those township officials elected or appointed after September 29, 2015, are entitled to the increase. The increase for new trustees shall take effect on January 1, 2016. The increase for newly elected or appointed fiscal officers will take place on April 1, 2016. Trustees who were elected before September 2015 will receive the raise when they are reelected.

Fiscal Officer Schrock attended the 2015 UAN Year-End Update on December 2, 2015 at the Fawcett Center in Columbus. Fiscal Officer Schrock informed the Trustees that the next offering of the required Public Records Training in Columbus is scheduled for the 2017 Ohio Township Association Winter Conference & Trade Show.

Fiscal Officer Schrock reminded the Trustees of the following scheduled meetings:

- Madison County Township Association Christmas Party on Monday, November 14, at 6:30 PM at the Senior Center in London.
- Ohio Township Association Annual Winter Conference & Trade Show – January 27-30, 2016. Trustees do not plan to attend the Winter Conference & Trade Show this year. Fiscal Officer Schrock plans to attend.

Fiscal Officer Schrock is pleased to report that one of the photos she submitted for the 2016 OTARMA Calendar was selected and will represent the month of November. In addition to the photo being accepted, Fiscal Officer Schrock received a call from Nancy Dolan, Sales & Marketing Project Manager, Burnham & Flower Insurance Group, saying that OTARMA would like to feature Canaan Township in their Q1 2016 OTARMA Newsletter. We are honored to be selected for a member profile in OTARMA's newsletter. Fiscal Officer Schrock will work with Ms. Dolan to write up a Canaan Township Member Profile for the OTARMA Newsletter.

Fiscal Officer Schrock reviewed the November action items and updated the actions taken.

RECORD OF PROCEEDINGS		
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO		
2014 REGULARLY SCHEDULED SESSION		
Held: December 7, 2015	6:30 to 9:00 PM	Page 2 of 4

Health & Safety Schrock reported that Mary Ann Webb, Madison County Health Commissioner, is now offering flu shots through the Madison County Health District. Ms. Webb is also preparing her 2016 budget.

Fiscal Officer Schrock asked Trustees to please provide their 2016 health insurance premiums to her prior to the December 21 Budget meeting.

Fire Ishmael reported that the Pleasant Valley Joint Fire District is paying off their building loan in December. They will save \$125,000 by paying it off two years early. There is still concern about not having enough people available for hiring. The pool of people is diminishing. They held a special non-public meeting to discuss some personality conflicts on staff.

Zoning Ishmael reported that since both the Lemaster property, open foundation and Noland property, firewood business/nuisance, in Amity, have not responded to multiple certified letters, Madison County Prosecuting Attorney will move forward with prosecution.

Levin Hutson, Madison County Highways Superintendent, stopped by a resident's home and spoke to them about their tall grasses blocking the line of sight at the corner of Plain City Georgesville and Amity. Resident has agreed to cut them down and install smaller plants or move the bed back away from the road next year.

Ishmael received a complaint from a resident on Price-Hilliards Road that their neighbor, the Bushong's, have dirt piles in their backyard to ride their 4-wheelers. Since this is on personal property, there is nothing Zoning can do about this matter.

Roads Schrock said that Levin Hutson is currently repairing all little bridges in Madison County due to the rains we had this past Spring. Schrock drove Bryan Dhume around Canaan Township to show him the township and to point out signage, guard rails, cemetery and other areas where we need County Engineer support. Bryan Dhume is running to be our next County Engineer in Madison County in the March 2016 Republican Primary.

Schrock gathered and shared information on pricing for new tractors for 2016. The Trustees discussed the option of leasing the tractors, but determined that it would be more cost effective to purchase the tractors. Schrock will do some additional price gathering and bring his recommendation to the Budget Meeting on December 21.

Schrock gathered information and pricing on Whelen hazardous lighting to be placed on back of pickup truck to increase safety while mowing ditches on hazardous roads. After some discussion, Eli Gingerich, Hourly Lead Employee, recommended that we drive the new Ford F550 truck behind the tractors when mowing Plain City Georgesville and Price-Hilliards roads. Gingerich said since the new Ford F550 truck has existing and ample lighting and is a heavier truck, it would be the better truck to use under these circumstances. Trustees approved of using the new Ford F550 truck for this purpose.

Schrock reported that we cleaned up and planted grass seed at Brian Lapp's address on Plain City Georgesville Road due to erosion.

Together, Schrock and Fiscal Officer Schrock completed forms for tax exempt status to purchase fuel (gas and diesel) at Mike's Pit Stop in Plain City. Purchasing gas in Plain City would save time and miles when performing work on our township roads.

Cemetery Nicholas Adkins, Assistant Madison County Prosecuting Attorney, prepared a proposed resolution addressing indigent burials and suggests that all townships adopt the Indigent Burial Policy. The language of the policy has been catered to reflect the interests of the townships of Madison County. After some discussion, Whitmer made a motion, seconded by Schrock, to accept the Assistant Madison County Prosecuting Attorney's proposed resolution addressing indigent burials, adopt the Indigent Burial Policy, and include this policy in our Big Darby Cemetery Handbook. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock will include the Indigent Burial Policy in our Big Darby Cemetery Handbook.

Cemetery (contd.) Whitmer addressed the need to increase our cemetery rates due to increased costs in the preparation of funerals at Big Darby Cemetery. After much discussion, Whitmer suggested the following cost increases:

PLOT PURCHASE	Current Canaan Township Residents or Property Owners	Non Canaan Township Residents
2 Grave Plots (Section C)	From \$400.00 to \$800.00	From \$800.00 to \$1,600.00
4 Grave Plots (Section C)	From \$800.00 to \$1,600.00	From \$1,600.00 to \$3,200.00

OPENING & CLOSING OF EACH GRAVE	Current Canaan Township Residents or Property Owners	Non Canaan Township Residents
Vault	From \$250.00 to \$500.00	From \$500.00 to \$1,000.00
Cremation	\$100.00 (no increase)	From \$175.00 to \$200.00
Sunday or Holiday Burial (Additional charge)	From \$50.00 to \$100.00	From \$50.00 to \$100.00
Disinter and Remove Human Remains	\$5,000.00	

Whitmer made a motion, seconded by Schrock, to accept the new cost increases for Big Darby Cemetery effective January 1, 2016. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Fiscal Officer Schrock will update the Canaan Township Big Darby Cemetery Rates sheet and also the Canaan Township web site.

Whitmer will contact Mr. Pronai to obtain Ohio Administrative Code References for final disposition of remains, specifically the removal of human remains.

Building

Mike Gingerich, Gingerich Home Remodeling, has completed laying new tile flooring and baseboard in the foyer. Eli and Pete Hammond completed the painting of both bathrooms, meeting room, foyer, Fiscal Officer’s office, and the bathroom in the bay area. Eli, Pete, and Bud Schrock removed the old baseboard and installed new baseboard in the meeting room area.

Ishmael made a motion, seconded by Whitmer, to spend no more than \$500 to purchase new floor mats for the township meeting room, foyer, kitchen and both bathrooms.

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

Ishmael made a motion, seconded by Whitmer, to spend no more than \$400 to clean the carpet in the township meeting room. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Eli will schedule the carpet cleaning during the week between Christmas and New Year’s.

Ishmael received 2 quotes for an alarm system for the township building. After some discussion, Ishmael made a motion, seconded by Schrock, to spend no more than \$2,000 on a Honeywell Alarm Kit, 2nd Hardwired Keypad, Hardwire Motions, Motion Sensors, and Keyfob Remotes. Pricing includes all parts, installation labor, wiring, and programming.

Roll Call: Schrock-yes, Whitmer-yes. Price of parts due at time of installation. Canaan Township must provide active phone line and AC power for system.

Fiscal Officer Schrock sent an email to Kristin Tillyer, leader of Girl Scout Troop 260, to let her know that the Canaan Township Trustees approved to let her Girl Scout Troop use the Canaan Township meeting room for their Girl Scout meetings at no cost (Resolution 2015-11-4, November 2015). Fiscal Officer Schrock also asked Ms. Tillyer to provide the 2016 Girl Scout Troop 260 meeting schedule so that she can reserve the building for their meeting nights. Ishmael asked Fiscal Officer Schrock to let Ms. Tillyer know that the Plain City Fire House is available for her Girl Scout Troop meetings in 2016 if she is still interested in continuing to meet there. If she is not interested in using the Plain City Fire House, the Canaan Township building is available for her meetings.

Eli installed a new drain on the southwest corner of the township building to fix the water drainage.

Phyllis Sparks has a fireproof cabinet that she would like to donate to Canaan Township. Eli and Pete will visit Ms. Sparks home this week to look at the cabinet. If the fireproof cabinet is in good condition and the right dimensions, the cabinet could be used at the cemetery shed to store documents.

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

Held: December 7, 2015

6:30 to 9:00 PM

Page 4 of 4

**Miscellaneous/
New Business** Eli brought a list of miscellaneous tools with pricing needed for the township bay. After some discussion, Schrock made a motion, seconded by Whitmer, to spend no more than \$1,000 on miscellaneous tools. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Whitmer moved that the meeting be adjourned and Schrock seconded. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Meeting adjourned. The next Regularly Scheduled Session is the Annual Budget Meeting scheduled for Monday, December 21, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee

RECORD OF PROCEEDINGS

CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

MEETING TO PREPARE THE 2016 BUDGET

Held: December 21, 2015	6:30 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:	

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 December 7, 2015, 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 2015 Activity Report. (See attached).

The Trustees approved with their signatures:

- Resolutions:
 - **Resolution 2015-12-2** (See Resolution Book) - To approve to rescind Resolution 2015-11-2 based on township policy
 - **Resolution 2015-12-3** (See Resolution Book) - To approve to accept the Indigent Burial Policy
 - **Resolution 2015-12-4** (See Resolution Book) - To approve cost increases for Big Darby Cemetery effective January 1, 2016
 - **Resolution 2015-12-5** (See Resolution Book) - To approve to spend no more than \$500 to purchase new floor mats for the township building
 - **Resolution 2015-12-6** (See Resolution Book) – To approve to spend no more than \$400 to clean the carpet in the township meeting room
 - **Resolution 2015-12-7** (See Resolution Book) – To approve to spend no more than \$2,000 on a Honeywell Alarm Kit
 - **Resolution 2015-12-8** (See Resolution Book) – To approve to spend no more than \$1,000 on miscellaneous tools for the township shop
 - **Resolution 2015-12-9** (See Resolution Book) – To approve to pay a bonus to hourly workers who worked a minimum of 25 hours and are still available for work at year end 2015; minimum payment to be \$50.
 - **Resolution 2015-12-10** (See Resolution Book) – To approve to spend \$320 a year to Turner Termite and Pest Control to spray the township building for pest control 4 times a year
- Ishmael made a motion, seconded by Schrock, to approve all Resolutions.
- **Resolution 2015-12-11** (See Resolution Book) – To approve miscellaneous expenses
- Whitmer made a motion, seconded by Schrock, to approve all resolutions.
- Roll Call: Ishmael-abstained, Schrock-yes, Whitmer-yes.**

- Purchase Orders (114-2015 through 116-2015), Super Blanket Certificates (1-2015 through 3-2015), and checks to cover payroll and non-payroll obligations.

Review Fiscal Officer Schrock provided copies of the December Grassroot Clippings article on 2016 Compensation Charts, IRS 2016 Standard Mileage Rates, and reviewed December Action Items.

Budget Estimated Resources Evaluation The Trustees reviewed the December 21, 2015, 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 2016 Budget Projection.

Fiscal Officer Schrock presented the Trustees with the 2016 Estimated Property Tax Revenue provided by the Madison County Auditor. These tax revenue estimates are used for 2016 budget planning purposes. Ishmael made a motion, seconded by Schrock, to accept the 2016 1.5 Mil 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.

Fiscal Officer Schrock will contact Richwood Bank to gather information to consider purchasing CDs.

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
MEETING TO PREPARE THE 2016 BUDGET

Held: December 21, 2015

6:30 to 9:00 PM

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Line Item Appropriations Evaluation	<p>Fiscal Officer Schrock provided the Trustees with the December 21, 2015, 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 2016 Line Item Appropriations Budget for review. After 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 2016 permanent budget certificate.</p>
Health Insurance Reimbursements	<p>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). Canaan township will continue with Zane Benefits in 2016 for reimbursing health insurance premiums.</p>
Payroll	<p>Canaan Township Salaried Employees: House Bill 64 gives elected officials a raise in 2016. However the Ohio Constitution prohibits midterm increases. So, only those township officials elected or appointed <u>after September 29, 2015</u>, are entitled to the increase. The increase for new trustees shall take effect on January 1, 2016. The increase for newly elected or appointed fiscal officers will take place on April 1, 2016. Trustees who were elected before September 2015 will receive the raise when they are reelected.</p> <p>After some discussion, Whitmer made a motion seconded by Schrock, to be paid from the general fund on a monthly basis, the salaries as dictated by the ORC \$500,000-\$750,000 budget level formula and to approve the 2016 Compensation increases for Trustee Schrock and Fiscal Officer Schrock. Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes. Trustees' hours must be identified in writing to be charged to any fund other than the general fund.</p> <p>Canaan Township 2016 Hourly Wage Schedule Intermittent Employee Classification:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p>
Roads	<p>Schrock obtained pricing for two new 5085M John Deere tractors from John Deere Equipment in London. After review and discussion, Schrock made a motion, seconded by Whitmer, to spend no more than \$16,000 on two new tractors. Roll Call: Ishmael-yes, Schrock-yes, and Whitmer-yes</p> <p>Schrock mentioned that there is someone who is interested in purchasing our extra flail mower. After some discussion, Trustees agreed that we may need to use our extra flail mower and to not sell it.</p> <p>Glenview residents approached Ishmael several months ago regarding black topping their roads. Ishmael will talk to the Glenview residents to see if they are interested in paying the difference between chip and seal vs. black top for their roads.</p>
Cemetery	<p>Trustees signed the new Indigent Burial Policy. Fiscal Officer Schrock will work with Rob Slane, Madison County CIO, GIS and Information Technologies, to put the Indigent Burial Policy and the Application for Indigent Burial at Canaan Township Big Darby Cemetery on our Canaan Township web site.</p> <p>Fiscal Officer Schrock updated the Big Darby Cemetery Rate Sheet and passed out copies to the Trustees. The new rates are effective January 1, 2016.</p>

RECORD OF PROCEEDINGS
CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO
MEETING TO PREPARE THE 2016 BUDGET

Held: December 21, 2015	6:30 to 9:00 PM	Page 3 of 3
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Building Cleaning the township meeting room carpet is scheduled for Tuesday, December 29. Mike Gingerich, Gingerich Home Remodeling, is complete with laying the tile flooring in both bathrooms, aisle, kitchenette, and foyer.

Miscellaneous After reviewing the 2016 calendar, Trustees established the following tentative 2016 meeting dates: (time of meetings to be discussed at January 2016 meeting)

January 4, 2016 – 6:30 PM	May 2, 2016 – TBD	September 6, 2016 – TBD
February 1, 2016 – TBD	June 6, 2016 – TBD	October 3, 2016 – TBD
March 2, 2016 – TBD	July 5, 2016 – TBD	November 7, 2016 – TBD
April 4, 2016 – TBD	August 1, 2016 – TBD	December 5, 2016 – TBD
Meeting to Prepare 2017 Budget – December 19, 2016 – TBD		

All meetings are scheduled on the first Monday of each month with the exception of March, July and September because of holidays and vacations. The Budget meeting is scheduled for the 3rd Monday in December. Ishmael made a motion, seconded by Whitmer, to accept the 2016 meeting dates and times.

Roll Call: Ishmael-yes, Whitmer-yes. Fiscal Officer Schrock will email the 2016 January meeting date to the Madison Press/Plain City Advocate for inclusion in these newspapers.

Ishmael moved that the meeting be adjourned and Whitmer seconded. **Roll Call: Ishmael-yes, Whitmer-yes.** Meeting adjourned. The next Scheduled Session is the Annual Organizational Meeting scheduled for Monday, January 4, 2016, at 6:30 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee