

# RECORD OF PROCEEDINGS

## CANAAN TOWNSHIP TRUSTEES OF MADISON COUNTY OHIO

### 2019 REGULARLY SCHEDULED SESSION

Held: April 1, 2019	7:00 to 9:30 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:	Pete Hammond

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

Whitmer made a motion, seconded by Ishmael, to approve the March 4, 2019, 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 2019 Activity Report. (See attached).

The Trustees approved with their signatures:

- March 31, 2019, Bank Reconciliation/Fund Balances Report - Fiscal Officer Schrock reported that we have one outstanding warrant. Ishmael asked if there was money in the checking account to cover the presented checks, to which Fiscal Officer Schrock responded “yes.” Whitmer made a motion, seconded by Schrock, to approve the March 31, 2019, Bank Reconciliation. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**
- **Resolutions:**
  - **Resolution 2019 -**
  - Whitmer made a motion, seconded by Schrock, to approve warrants/electronic bill pay to cover payroll and non-payroll obligations. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**

Fiscal Officer Schrock reported that Bill Jones from Perry & Associates CPAs conducted our 2017 and 2018 Canaan Township audit on March 28, 2019.

**Action Items Register**      Fiscal Officer Schrock reviewed the March Action Items Register.

**Health & Safety      Floods – Mold and Mildew in your flood-damaged home**

Failing to evacuate flooded areas, entering flood waters, or remaining after a flood has passed can result in injury or death. Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common natural disaster in the United States. Floods may:

- Result from rain, snow, coastal storms, storm surges, and overflows of dams and other water systems.
- Develop slowly or quickly – Flash floods can come with no warning.
- Cause outages, disrupt transportation, damage buildings, and create landslides.

**IF YOU ARE UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY**

- Do not walk, swim, or drive through flood waters. **Turn Around, Don’t Drown!**
  - Just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- Stay off of bridges over fast-moving water.
- Determine how best to protect yourself based on the type of flooding.
  - Evacuate if told to do so.
  - Move to higher ground or a higher floor.
  - Stay where you are.

**HOW TO STAY SAFE WHEN A FLOOD THREATENS**

**Prepare NOW**

- Know types of flood risk in your area. Visit FEMA’s **Flood Map Service Center** for information.
- Sign up for your community’s warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.
- If flash flooding is a risk in your location, then monitor potential signs, such as heavy rain.
- Learn and practice **evacuation routes**, shelter plans, and flash flood response.

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**Health & Safety (Contd.)**

- Gather supplies in case you have to leave immediately, or if services are cut off. Keep in mind each person’s specific needs, including medication. Don’t forget the needs of pets. Obtain extra batteries and charging devices for phones and other critical equipment.
- Purchase or renew a flood insurance policy. It typically takes up to 30 days for a policy to go into effect and can protect the life you've built. Homeowner’s policies do not cover flooding. Get flood coverage under the **National Flood Insurance Program (NFIP)**
- Keep important documents in a waterproof container. Create password-protected digital copies.
- Protect your property. Move valuables to higher levels. Declutter drains and gutters. Install check valves. Consider a sump pump with a battery.

**Survive DURING**

- Depending on where you are, and the impact and the warning time of flooding, go to the safe location that you previously identified.
- If told to evacuate, do so immediately. Never drive around barricades. Local responders use them to safely direct traffic out of flooded areas.
- Listen to EAS, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.
- Do not walk, swim, or drive through flood waters. Turn Around. Don’t Drown!
- Stay off bridges over fast-moving water. Fast-moving water can wash bridges away without warning.
- If your vehicle is trapped in rapidly moving water, then stay inside. If water is rising inside the vehicle, then seek refuge on the roof.
- If trapped in a building, then go to its highest level. Do not climb into a closed attic. You may become trapped by rising floodwater. Go on the roof only if necessary. Once there, signal for help.

**Be Safe AFTER**

- Listen to authorities for information and instructions. Return home only when authorities say it is safe.
- Avoid driving, except in emergencies.
- Snakes and other animals may be in your house. Wear heavy gloves and boots during clean up.
- Be aware of the risk of electrocution. Do not touch electrical equipment if it is wet or if you are standing in water. If it is safe to do so, turn off the electricity to prevent electric shock.
- Avoid wading in floodwater, which can contain dangerous debris and be contaminated. Underground or downed power lines can also electrically charge the water.
- Use a generator or other gasoline-powered machinery **ONLY** outdoors and away from windows.

In looking for options for optimal health insurance plans for our Canaan Township elected officials, Ishmael and Whitmer went to the Pleasant Valley Fire District and the Jonathan Alder School District for the possibilities of being added to their existing health insurance plans.

Ishmael went to the Pleasant Valley Fire District (PVFD) Board to inquire about the possibility of Canaan Township being added to their health insurance policy. The PVFD Board explained that Canaan Township would need to be actively employed through the PVFD in order for us to be added to their health insurance policy.

Whitmer went to Gary Chapman, Superintendent of the Jonathan Alder School District, to inquire about the possibility of Canaan Township being added to their health insurance policy. Whitmer reported that this is not a viable option.

**Fire**

Ishmael reported that the Pleasant Valley Fire District (PVFD) Board swore in the new Fire Marshal, Brian Adams, and the new Captain Sam Parsons, in March. The PVFD Board approved the union contract, signed the Fire Code, approved inspection fees, and discussed a grace period prior to enforcing fees.

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**Zoning**

Ishmael reported that the US42 Flea Market went to court for zoning violations. They have 60 days to move their containers from the front to the back of the facility. They also need to move their prefab barns to the other side of the ditch. Merchandise under the tarps was not addressed.

Noticeable improvements have been made to the Osborne property. On the radar for zoning violations is Paintz by Sam who have received many warnings.

Canaan Township resident, Steve Lamphear, 8205 Smith Calhoun Road, attended the March meeting to petition to change 6 parcels from agriculture to residential. Reasons for petition: 1) land locked; 2) currently 6 parcels; 3) not the high value ag land; 4) development along Smith Calhoun Road trending; 5) naturally draining lands; and 6) direct access for runoff. After discussing Mr. Lamphear’s petition, the Board of Trustees agreed to not approve his petition.

Ishmael plans to schedule the annual drive around Canaan Township with Madison County Prosecuting Attorney Stephen Pronai to address a new list of zoning violations that need to be addressed.

Ishmael addressed Premier Soccer’s request to potentially change zoning from agriculture with alternative use to commercial which would allow for putting up lights and buildings. The soccer field is located on US Highway 42, next door to the US42 Flea Market. After some discussion, Ishmael agreed to talk to the home owner, who is next door to the soccer field, to make them aware of the request and to get their opinion.

**Roads**

Schrock reported that Joe Mitchell, JD Equipment in London, left the company. Schrock has a meeting scheduled with the new General Manager at JD Equipment in London to begin discussions on existing negotiations for tractors, mowers, and equipment made with Mitchell prior to his leaving.

Co-Lead Employee Lee Yutzy gave his 2-week notice. He plans to work full time for Darby Township in the cemetery. Whitmer will contact Yutzy to let him know that we have received his notice.

For the next 2 weeks, Canaan Township co-lead employees Pete Hammond and Lee Yutzy will pick up trash in the ditches on Tuesdays and Thursdays in preparation for the first Spring mowing. Ishmael said he knows of a couple of people to talk to about driving the snow plow to replace Yutzy as our snow plow driver.

Lead Employee Pete Hammond presented a dollar amount to purchase a fertilizer spreader at Rural King and fertilizer and chemicals for the year at Heritage Cooperative. After some discussion, Whitmer made a motion, seconded by Schrock, to approve to spend no more than \$5,500.00 for fertilizer, chemicals, and fertilizer spreader for the year for township lawns and ditches. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes.** Hammond will purchase and apply chemicals to the township lawns before the forecasted rains this week.

Schrock went to the Shell gas station manager in Plain City to discuss setting up an account to purchase gas as well as tax exemption on a monthly basis. Discussions with Shell manager to continue until a satisfactory implementation is in place.

Schrock will follow up with JD Equipment to replace lights on the two new tractors. Schrock will also follow up with the Madison County Engineer on the DO NOT LITTER signs.

After some discussion, the Board of Trustees agreed to renew our AMSOIL membership for 5 years. Fiscal Officer Schrock will renew our AMSOIL membership which includes exclusive promotions and savings.

**Cemetery**

Fiscal Officer Schrock reported that she sold a cemetery plot to Mark and Amy Pelphey, Section C, Lot # 318C and 318D.

Hilliard Lawn & Garden delivered the new 37 HP Vanguard EFI OGS, 72” Deck mower for Big Darby Cemetery on April 1. Whitmer has a meeting scheduled with an engineer to talk about drainage at Big Darby Cemetery.

**Building**

Fiscal Officer Schrock reported that we have received the CBIZ Valuation Group (CVG), a professional appraisal company, physical inspection report of our Canaan Township property classified as buildings, contents, and site improvements. The appraisal was conducted on December 7, 2018.

Fiscal Officer Schrock brought samples of commercial carpeting to replace the carpeting in the township meeting room. FO Schrock met with Dustin at Soft Step Carpet to order larger samples for our meeting and to obtain a flooring quote. The Board of Trustees liked the carpet samples but thought the color of the carpeting was too light in color. FO Schrock will bring more carpet samples to the May meeting.

Fiscal Officer Schrock recommended that we implement recycling at the township because of the numerous rentals at the township building and trash pickup in the ditches. After some discussion, the Board of Trustees agreed to implement recycling. Fiscal Officer Schrock will provide examples of recycling bins for the Trustees to decide on size and quantity of bins. We have a recycling truck that comes to the Township on the second Wednesday of every month between the hours of 8:30 and 11:30 AM.

Fiscal Officer Schrock reported that the Darby Creek Nursery annual hanging basket sale is scheduled for Friday, April 26. The hanging baskets are half price during this sale. After some discussion, Ishmael made a motion, seconded by Whitmer, to spend no more than \$200 on hanging baskets for the township. **Roll Call: Ishmael-yes, Schrock-yes, Whitmer-yes**  
 The hanging baskets will be planted in flower beds around the township building.

**Miscellaneous**

The General Assembly has mandated new rules and regulations which tighten the way local government must account for its credit cards and credit card spending. To help combat credit card abuse in townships across Ohio, the Ohio General Assembly adopted HB 311, and Governor John Kasich signed it into law on August 2, 2018. House Bill 312 became effective on November 2, 2018, and every political subdivision, including townships, must comply by February 2, 2019.

According to these new rules, "credit card account" means any bank-issued credit card account, store-issued credit card, affinity credit card account, or any card account allowing the holder to purchase goods or services on credit, or any debit or gift card account related to the receipt of grant moneys. However, "credit card account" does not include a procurement card account, gasoline or telephone credit card, or any other card account where merchant category codes are in place as a system of control for use of the card accounts.

The Board of Township Trustees of any township that holds a credit card account on November 2, 2018, must adopt a written policy for the use of the credit card.

Canaan Township currently has a written policy on our credit card account. Fiscal Officer Schrock forwarded our written credit card account policy to Madison County Prosecuting Attorney Pronai for review and counsel. Mr. Pronai replied that our credit card policy should be good and covers the main issues.

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 scheduled for Monday, May 6, at 7:00 PM.

	Trustee
Fiscal Officer	Trustee
	Trustee